

# INTRODUCTION

---

October 2006

The Secretary of State certifies and regulates driver education providers and instructors. This Driver Education Provider Manual will equip you with information about the requirements of conforming to the laws that govern driver education, most notably PA 384 of 2006, commonly referred to as the Driver Education Provider and Instructor Act. This manual is also designed to provide instructions for certification, as well as reporting and record keeping.

**PLEASE KEEP THIS MANUAL AT HAND AND READ IT WHEN QUESTIONS ARISE.** All providers (and instructors) should be familiar with the laws and regulations that govern driver education. If you have a question, check this manual first. It is written in an easy-to-follow format, with information arranged by topic, table of contents, indexes for each section, and appendices in each section that include forms and documents.

The material in this Driver Education Provider Manual is not protected by copyright. Anyone may reproduce the manual or any part of it, as needed. The manual is also available on the Secretary of State's Web site at [www.Michigan.gov/sos](http://www.Michigan.gov/sos) (click on "Driver License and State ID," then "Driver Education").

If you have questions after reading this manual, contact:

Michigan Department of State  
Driver Programs Division  
Driver Education Section  
Lansing MI 48918

Telephone: (517) 241-6850

***Important Note: If a conflict occurs between the language of this manual and the language of Michigan law, the law will prevail. Please refer to the specific statute or consult an attorney where any conflict is perceived or encountered. Because of limitations of space, this manual only highlights the basic requirements for driver education providers and instructors and does not attempt to identify or explain every requirement of applicable law, rule, or policy.***

## **LEGISLATION**

1. DRIVER EDUCATION PROVIDER AND INSTRUCTOR ACT
2. PUBLIC ACT 71 OF 2004
3. VARIOUS MICHIGAN VEHICLE CODE (MCL) SECTIONS SECTION NO.
  - Operator's or chauffeur's license; issuance; prohibitions and restrictions (foreign exchange student) 257.303
  - Examination of applicant for operator's or chauffeur's license (behind-the-wheel road test) 257.309
  - Restricted operator's or chauffeur's license 257.312
  - Cancellation of a minor's license 257.323b
4. ADMINISTRATIVE RULES
  - Visual Standards for Drivers' Licenses R 257.1 – 257.5
  - Physical and Mental Standards for Drivers R 257.851 – 257.857

Act No. 384  
Public Acts of 2006  
Approved by the Governor  
September 26, 2006  
Filed with the Secretary of State  
September 27, 2006  
EFFECTIVE DATE: October 1, 2006

**STATE OF MICHIGAN  
93RD LEGISLATURE  
REGULAR SESSION OF 2006**

Introduced by Senator Gilbert

# **ENROLLED SENATE BILL No. 1290**

AN ACT to provide for the certification of driver education providers; to prescribe certain record-keeping and program requirements for driver education providers; to provide for the certification of driver education instructors; to prescribe the powers and duties of certain persons and departments; to prescribe certain fees; to establish a fund in the state treasury; to prescribe remedies, sanctions, and penalties; and to rescind administrative rules.

*The People of the State of Michigan enact:*

Sec. 1. This act shall be known and may be cited as the “driver education provider and instructor act”.

Sec. 3. As used in this act:

(a) “Adult driver training” means instruction that is provided to a person 18 years of age or older in the operation of a motor vehicle, other than a commercial motor vehicle as defined in section 7a of the Michigan vehicle code, 1949 PA 300, MCL 257.7a.

(b) “Behind-the-wheel instruction” means instruction in which a student is in control of a motor vehicle on a public street or highway in real and varied traffic situations and a driver education instructor is the only other occupant in the front passenger seating area with the student.

(c) “Classroom instruction” means that part of a driver education course that occurs in a classroom environment that enables a student to learn through varied instructional methods, under the direct guidance of a driver education instructor.

(d) “Conviction” means a conviction for a crime or attempted crime whether under a law of this state, a local ordinance substantially corresponding to a law of this state, or a law of another state substantially corresponding to a law of this state.

(e) “Coordinated segment 1 driver education course” means a segment 1 course provided by 2 or more certified driver education providers in the use of auxiliary aids and services as that term is defined in the Americans with disabilities act of 1990, 42 USCA 12102.

(f) “Curriculum” means a written plan that guides the instruction given in a driver education course and includes performance objectives, a content outline, detailed learning activities, and assessment tools.

(g) “Designated representative or coordinator” means the individual that a driver education provider employs, enlists, or appoints, or contracts with to supervise, manage, and administer the day-to-day responsibilities of the

provider's driver education school operation. Often this individual is an owner, partner, officer, or director of the driver education provider.

(h) "Driver education course" means a program of study offered by a certified driver education provider, which enables a student to acquire the basic knowledge, skill, and attitude necessary to operate a motor vehicle upon a highway transportation system.

(i) "Driver education course certificate of completion" means a written or electronic authorization issued by a certified driver education provider to a student who has successfully completed segment 1 or segment 2 of a driver education course offered by the provider.

(j) "Driver education instructor" means a person who the secretary of state certifies has met the instructor qualifications of this act to instruct a student in a driver education course.

(k) "Driver education instructor certificate" means a written or electronic authorization issued by the secretary of state to indicate that a person has met the instructor qualifications of this act to instruct a student in a driver education course.

Sec. 5. As used in this act:

(a) "Driver education instructor preparation program" means a program of driver education instructor preparation courses offered by a college or university or by a person approved by the secretary of state.

(b) Except as otherwise provided in this act, "driver education instructor preparation courses" means the courses that are required to obtain a driver education instructor certificate.

(c) "Driver education provider" or "provider" means a person who meets the requirements in subparagraph (i), if not excluded under subparagraph (ii), as follows:

(i) Maintains or obtains the facilities and certified instructors to give instruction in the driving of a motor vehicle or maintains or obtains the facilities and certified instructors to prepare an applicant for an exam given by the secretary of state for a license as defined in section 25 of the Michigan vehicle code, 1949 PA 300, MCL 257.25, or a vehicle indorsement issued under former section 312e of the Michigan vehicle code, 1949 PA 300.

(ii) Driver education provider does not include a person who provides instruction as follows:

(A) Only for the benefit of its employees if that instruction is not open to the public.

(B) In the driving or operating of a motorcycle as defined in section 31 of the Michigan vehicle code, 1949 PA 300, MCL 257.31, or the preparing of an applicant for an exam given by the secretary of state for a motorcycle indorsement issued under section 312a of the Michigan vehicle code, 1949 PA 300, MCL 257.312a.

(C) On an unpaid, casual basis to a relative or friend.

(d) "Driver education provider certificate" means a written or electronic authorization issued by the secretary of state to indicate that a person has met the driver education provider qualifications of this act.

(e) "Educational institution" means a public school, nonpublic school, or public school academy as those terms are defined in section 5 of the revised school code, 1976 PA 451, MCL 380.5; a consortium that is defined to mean a partnership, association, or alliance of 2 or more school districts in a common venture; a community college, a 4-year college, a university, or any other body of higher education.

(f) "Established office location" means a building that meets all of the following requirements:

(i) Is of a permanent nature where the provider's communications and notices are received.

(ii) Is heated, lighted, and ventilated and contains appropriate space to properly store and preserve the information, records, or other documents required to be maintained under this act.

(iii) Complies with applicable zoning and municipal requirements.

(g) "Governmental agency" means an agency of the federal government, a state government, a county, city, village, or township, or a combination of any of these entities.

(h) "Graduated driver license" means a license issued by the secretary of state under section 310e of the Michigan vehicle code, 1949 PA 300, MCL 257.310e.

(i) "Multiple vehicle driving facility" means that part of a driver education course that enables the driver education instructor, from a position outside the vehicle, and using electronic or oral communication, to teach and supervise several students simultaneously, each of whom is operating a vehicle at an off-street facility specifically designed for that type of instruction.

Sec. 7. As used in this act:

(a) "Performance objective" means a certain level of knowledge and skill a student is expected to acquire to successfully complete a driver education course.

(b) "Person" means an individual, partnership, corporation, association, limited liability company, educational institution, governmental agency or other legal or commercial entity, and their legal successors.

(c) "Practicum" means classroom and behind-the-wheel instruction in a driver education course under the direction of an instructor employed, enlisted, or appointed by a college or university or by a person approved by the secretary of state and a cooperating instructor, providing practical application of theory and experience for a student in an approved driver education instructor preparation program. As used in this subdivision, "cooperating instructor" means a driver education instructor approved by the secretary of state to participate in a practicum course to mentor an uncertified driver education instructor in the practicum.

(d) "Professional development requirements" means training prescribed by the secretary of state to update the instructional knowledge and skill of a driver education instructor.

(e) "Revocation" means the termination of a driver education provider's certification or a driver education instructor's certification.

(f) "Segment 1" means a teen driver education course that meets the requirements in section 37 of this act.

(g) "Segment 2" means a teen driver education course that meets the requirements in section 39 of this act.

(h) "Simulator device training" means that part of a driver education course where a driver education instructor uses interactive simulator units and programs to reproduce driving situations likely to occur in actual driving on a street and the student is required to evaluate risk, make decisions, and respond to the situations presented.

(i) "Suspension" means the temporary withdrawal of a person's certification to engage or offer to engage in activities as a driver education provider or a driver education instructor during the period of suspension.

(j) "Teen driver training" means driver training instruction provided through a segment 1 or segment 2 driver education course that allows a person 17 years of age or less to apply for a level 1 or level 2 graduated driver license.

(k) "Truck driver training" means instruction that is provided to operate a commercial motor vehicle as that term is defined in section 7a of the Michigan vehicle code, 1949 PA 300, MCL 257.7a.

Sec. 9. (1) A person may apply to the secretary of state for a driver education provider certificate in 1 or more of the following classifications:

(a) Adult driver training.

(b) Teen driver training.

(c) Truck driver training.

(2) The secretary of state shall not grant an original driver education provider certificate under this act until an investigation is made of the applicant's qualification.

(3) Except as provided in this act, an applicant must do or submit evidence that he or she has done or will do, as applicable, all of the following to be eligible to receive a driver education provider certificate:

(a) Submit a properly completed application signed by the applicant.

(b) Maintain an established office location.

(c) Maintain classroom facilities in a public or commercial setting.

(d) Maintain the surety bond required under this section.

(e) Require each of their designated representatives or coordinators to complete a criminal history check as described in section 29.

(f) Provide the name and address of each designated representative or coordinator of the applicant, if applicable.

(g) Provide the name, address, date of birth, and social security number of each owner or partner and, if a corporation, of each of the principal officers.

(h) Provide a statement of the previous history, record, and associations of the applicant and of each owner, partner, officer, director, and designated representative or coordinator. The statement shall be sufficient to establish to the satisfaction of the secretary of state the business reputation and character of the applicant.

(i) Provide a statement indicating whether the applicant or its designated representative or coordinator has ever applied for a driver education provider certificate in this state or any other state, and the result of that application.

(j) Provide a statement indicating whether the applicant or its designated representative or coordinator has ever been denied a driver education provider certificate or has ever been the holder of a certificate that was suspended or revoked.

(k) If the applicant is a corporation or partnership, provide a statement indicating whether a partner, employee, officer, director, or its designated representative or coordinator has ever been denied a driver education provider certificate or has ever been the holder of a certificate that was suspended or revoked.

(l) Certify that the applicant or another person named on the application is not acting as the alter ego of any other person or persons in seeking the certificate. For the purpose of this subdivision, "alter ego" means a person who acts for and on behalf of, or in the place of, another person for purposes of obtaining a driver education provider certificate.

(m) Affirm that the established office location meets all applicable zoning and municipal requirements.

(n) Obtain written or electronic verification from the state fire marshal or his or her representative that the proposed classroom facilities have been inspected and approved by the state fire marshal or his or her representative according to state and local building code and public occupancy requirements.

(o) Obtain written or electronic verification from an insurer that the applicant maintains or will maintain bodily injury and property damage liability insurance on each motor vehicle used in a driver education course.

(p) Except as otherwise provided in this subdivision, submit a nonrefundable application processing fee with each application for a separate established place of business where records will be maintained as follows:

(i) \$225.00 for a driver education provider who offers adult or teen driver training.

(ii) \$360.00 for a driver education provider who offers truck driver training.

(iii) A fee is not required for an additional location that is used for the sole purpose of conducting classroom instruction and at which records are not maintained, enrollments are not made, and staff is not ordinarily assigned, except for the purpose of conducting classroom instruction.

(q) Provide a statement indicating whether the applicant will use a multiple vehicle driving facility in a driver education course. If a facility will be used, both of the following apply:

(i) The statement shall include a detailed description of the facility as determined necessary by the secretary of state and its address.

(ii) A multiple vehicle driving facility review and approval fee of \$125.00 shall accompany the applicant's application for a driver education provider certificate.

(r) Provide other information and documents as prescribed by the secretary of state necessary to determine whether the applicant meets the requirements of this act.

(4) An application for an original driver education provider certificate shall include a properly executed surety bond or renewal certificate with the application. If a renewal certificate is used, the bond is considered renewed for each succeeding year in the same amount and with the same effect as an original bond. The bond or certificate shall be maintained continuously without interruption to protect the contractual rights of students. The bond or certificate of an adult or teen driver education provider with 999 or fewer students in a calendar year shall be in the principal sum of \$20,000.00 with good and sufficient surety to be approved by the secretary of state. The bond or certificate of an adult or teen driver education provider with 1,000 or more students in a calendar year shall be in the principal sum of \$40,000.00 with good and sufficient surety to be approved by the secretary of state. The bond or certificate of a truck driver education provider shall be in the principal sum of \$50,000.00 with good and sufficient surety to be approved by the secretary of state. The bond shall indemnify or reimburse a student, financing agency, or governmental agency for monetary loss caused through fraud, cheating, or misrepresentation in the conduct of the driver education provider's business where the fraud, cheating, or misrepresentation was made by the provider or by an employee, agent, instructor, or salesperson of the provider. The surety shall make indemnification or reimbursement for a monetary loss only after judgment based on fraud, cheating, or misrepresentation has been entered in a court of record against the provider. The aggregate liability of the surety shall not exceed the sum of the bond. The surety on the bond may cancel the bond by giving 30 days' written or electronic notice to the secretary of state and after giving notice is not liable for a breach of condition occurring after the effective date of the cancellation.

(5) A driver education provider who offers adult driver training, teen driver training, and truck driver training shall furnish a separate bond for each driver education provider certificate issued by the secretary of state to the applicant. When the secretary of state receives written or electronic notice that a driver education provider's surety bond required under subsection (4) or insurance coverage required under subsection (10) has been canceled, the secretary of state shall notify the provider that the provider's certificate shall be automatically canceled unless the secretary of state receives a new surety bond or a new insurance certificate within 30 days or less. If the provider fails to submit a new surety bond or insurance certificate to the secretary of state within 30 days or less, the secretary of state may automatically cancel the provider's certificate. A driver education provider who changes or terminates the provider's surety bond or the insurance coverage before the expiration date of the bond or insurance coverage shall immediately furnish the secretary of state with written or electronic notice as prescribed by the secretary of state of that change or termination and proof of a new bond or insurance coverage.

(6) As a condition precedent to the granting of a certificate, an applicant shall file with the secretary of state, on a form prescribed by the secretary of state, an irrevocable written or electronic stipulation. The stipulation shall be signed by the applicant and state that the applicant agrees that legal process affecting the applicant, served on the secretary of state against the applicant or the applicant's successor in interest for a violation of this act, a rule promulgated under this act, or an order issued under this act, has the same effect as if personally served on the

applicant. This appointment remains in force as long as the provider has any outstanding liability within this state under this act.

(7) Subsections (3)(d), (g), and (p) and (4) do not apply to an educational institution or a governmental agency.

(8) Subsection (3)(c) does not apply to a classroom location currently in use that was approved by the secretary of state in writing before the effective date of this act.

(9) A classroom facility may not be located in a person's residence or a structure attached or adjacent to the person's residence unless the classroom facility was used and approved by the secretary of state in writing before the effective date of this act.

(10) A driver education provider shall maintain bodily injury and property damage liability insurance on a motor vehicle used in driver education course instruction. The insurance shall insure the liability of the driver education provider, the driver education instructors, and a person taking instruction in the amount of \$100,000.00 for bodily injury to or the death of 1 person in 1 accident, and, subject to the limit for 1 person; \$300,000.00 for bodily injury to or the death of 2 or more persons in 1 accident; and \$50,000.00 for damage to the property of others in 1 accident. The insurer shall be authorized to do insurance business in this state. The insurer shall not cancel the insurance before its expiration date unless it gives the secretary of state written or electronic notice as prescribed by the secretary of state of the insurer's intent to cancel the insurance at least 30 days before the cancellation.

(11) The secretary of state shall review and, in writing, approve or deny the use of a multiple vehicle driving facility under this act as determined necessary by the secretary of state. The secretary of state shall approve a facility only if it meets criteria prescribed by the secretary of state. The secretary of state shall perform an on-site inspection of a multiple vehicle driving facility as determined necessary by the secretary of state.

(12) The secretary of state may develop and prescribe an orientation and education program that a person must complete before the secretary of state issues that person an original driver education provider certificate under section 13.

(13) Nonrefundable application processing and multiple vehicle driving facility review and approval fees collected under this section shall be deposited into the driver education provider and instructor fund created in section 83.

Sec. 11. (1) A certified driver education provider may apply for the renewal of a driver education provider certificate. The renewal application shall be submitted to the secretary of state every other year in a format and as prescribed by the secretary of state. A renewal application shall include all of the following:

(a) A properly completed application signed by the applicant.

(b) A nonrefundable application processing fee as follows:

(i) \$225.00 for a driver education provider who offers adult or teen driver training.

(ii) \$360.00 for a driver education provider who offers truck driver training.

(c) If applicable, either of the following:

(i) A certification that the applicant has used a multiple vehicle driving facility in a driver education course and that the facility has not been altered or changed since the secretary of state inspected that facility after the effective date of this act. A nonrefundable multiple vehicle driving facility review and approval fee of \$75.00 shall accompany the applicant's application for a renewal of its driver education provider certificate.

(ii) A statement that the applicant will use a multiple vehicle driving facility in a driver education course, a detailed description of the facility as determined necessary by the secretary of state, and its address. A multiple vehicle driving facility review and approval fee of \$125.00 shall accompany the applicant's application for a renewal of its driver education provider certificate.

(d) Other information and documents prescribed by the secretary of state as needed to determine whether the applicant meets the requirements of this act.

(2) The designated representative or coordinator of a certified driver education provider shall complete a criminal history check as described in section 29 to the satisfaction of the secretary of state every 4 years on an application to renew the driver education provider's certificate.

(3) If the secretary of state receives a properly completed renewal application before the applicant's driver education provider's current certificate expires, the certificate continues in full force and effect until the secretary of state either approves or denies the renewal application. If the secretary of state does not receive a properly completed renewal application before the driver education provider certificate expires, the driver education provider shall not offer to engage or engage in the activity of a driver education provider until the secretary of state issues the holder of the expired certificate an original or renewal driver education provider certificate as provided in this act.

(4) The secretary of state shall not issue a renewal certificate more than 30 days after a driver education provider certificate expires unless the provider has submitted a properly completed renewal application within 30 days after the certificate's expiration date. A provider that applies for a certificate renewal later than 30 days after the certificate expires shall apply to the secretary of state for an original driver education provider certificate.

(5) The secretary of state shall review and, in writing, approve or deny the use of a multiple vehicle driving facility under this act as determined necessary by the secretary of state. The secretary of state may only approve a facility that meets criteria prescribed by the secretary of state. The secretary of state shall perform an on-site inspection of a multiple vehicle driving facility as determined necessary by the secretary of state.

(6) Subsection (1)(b) does not apply to an educational institution or a governmental agency.

(7) Nonrefundable application processing and multiple vehicle driving facility review and approval fees collected under this section shall be deposited into the driver education provider and instructor fund created under section 83.

Sec. 13. (1) The secretary of state may issue an original or renewal driver education provider certificate if the secretary of state is satisfied the applicant meets the requirements for that certificate under this act. The secretary of state may assign an identifying number to a driver education provider and put that number on the provider's certificate. The secretary of state may indicate the adult, teen, or truck driver training classification applicable on the driver education provider's certificate.

(2) A driver education provider certificate issued under this act is valid for 2 years. The original expiration date is exactly 2 years from the date the secretary of state issues the provider an original certificate. A provider's renewal certificate expires 2 years after its issuance on the same day and month that the original certificate expired.

(3) A person licensed as a driver training school by the secretary of state under former 1974 PA 369 or who has been approved for segment 1 and segment 2 driver education course performance objectives under former 1974 PA 369, and who submits an original driver education provider certificate application in accordance with this act to the secretary of state on or before June 1, 2007, may provide driver education instruction in accordance with this act while the secretary of state processes the application. If an application is received after June 1, 2007, the driver education provider shall not provide instruction until the secretary of state processes the application and issues the certificate. The certificate expires exactly 2 years from the date of issuance.

(4) A person shall not transfer or assign a driver education provider certificate to another person, and any purported transfer or assignment is not effective.

Sec. 15. (1) A driver education provider shall immediately notify the secretary of state in a manner prescribed by the secretary of state of a change in an owner, partner, officer, director, or the designated representative or coordinator of the provider. Immediately upon notifying the secretary of state, the provider shall also submit a request to the department of state police for a criminal history check as described in section 29 of the changed owner, partner, officer, director, or the designated representative or coordinator of the provider.

(2) A driver education provider shall immediately notify the secretary of state in a manner prescribed by the secretary of state of a change of address for the established office location or the classroom facilities of the provider. The provider shall also submit with that address change notification any information, record, report, or other document prescribed by the secretary of state or required under this act.

(3) A person who stops operating as a driver education provider or no longer qualifies as a certified driver education provider shall immediately in a format prescribed by the secretary of state do all of the following:

(a) Return the certificate issued under section 13 to the secretary of state.

(b) Prepare a final inventory listing each segment 1 or segment 2 driver education course certificate of completion that the secretary of state issued to the provider during the past year.

(c) Return to the secretary of state each segment 1 or segment 2 driver education course certificate of completion in the provider's possession that the provider did not issue to a student.

(d) Inform the secretary of state of the location where the information, records, or other documents that the provider is required to maintain under this act will be stored for no less than 4 years after the provider stops operating as a driver education provider or fails to qualify for certification as a provider.

(4) A person who fails to immediately comply with subsection (3)(a), (b), or (c) is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$2,000.00, or both.

Sec. 17. (1) A person may apply to the secretary of state for a driver education instructor certificate in 1 or more of the following classifications:

(a) Adult driver training.

(b) Teen driver training.

(c) Truck driver training.

(2) The secretary of state shall not issue an original driver education instructor certificate under this act until an investigation is made of the applicant's qualification under this act.



(3) The secretary of state may issue a person a driver education instructor certificate if the person presents satisfactory evidence to the secretary of state in a format and as prescribed by the secretary of state that the person meets all of the following requirements:

- (a) Submits a properly completed application signed by the applicant.
  - (b) Is not less than 21 years of age on the date of application.
  - (c) Provides the applicant's driver license number.
  - (d) Possesses a valid driver license that has been in continuous effect for not less than 5 years immediately preceding the application.
  - (e) Provides a statement indicating whether the applicant has ever applied for a driver education instructor certificate in this state or any other state, and the result of that application.
  - (f) Provides a statement indicating whether the applicant has ever been the holder of a driver education instructor certificate that was revoked or suspended, in this state or any other state.
  - (g) Completes a criminal history check as described in section 29 to the satisfaction of the secretary of state.
  - (h) Certifies that the applicant does not have a pending criminal matter or an outstanding arrest, warrant, or conviction since submitting a request for a criminal history check under section 29.
  - (i) Submits a nonrefundable application processing fee of \$45.00.
  - (j) Submits a certified medical examination report that is not older than 90 days and that is prepared by a physician, a physician's assistant, or a certified nurse practitioner licensed to practice in this state or in the applicant's state of residence. The report shall include a statement by the person that certified the report that the applicant is medically qualified to operate a motor vehicle and to train others to operate a motor vehicle.
  - (k) Until December 31, 2007, for an original application for a driver education instructor certificate for teen driver training, submits an official transcript from an approved college or university that currently offers driver education instructor preparation programs. Beginning January 1, 2008, for an original application for a driver education instructor certificate for teen or adult driver training, submits an official transcript from an approved college, university, or person to verify the completion of the driver education instructor preparation courses required under the driver education instructor preparation program described in section 23. Except for a driver education instructor issued a temporary approval under the driver education and training schools act, 1974 PA 369, MCL 256.601 to 256.612, an applicant approved as a driver education instructor by the secretary of state before December 31, 2007 is considered to have complied with this transcript requirement.
  - (l) An applicant who is not a resident of this state shall submit an up-to-date certified driving record from the applicant's state of residence to the secretary of state. The applicant shall agree in writing or electronically as prescribed by the secretary of state to submit an up-to-date certified driving record every 60 days for as long as the applicant is not a resident of this state.
  - (m) Other information and documents prescribed by the secretary of state to determine an applicant's qualifications for certification under this section.
- (4) As a condition precedent to the granting of a certificate, an applicant shall file with the secretary of state, on a form prescribed by the secretary of state, an irrevocable written or electronic stipulation. The stipulation shall be signed by the applicant and state the applicant agrees that legal process affecting the applicant, served on the secretary of state against the applicant or the applicant's successor in interest for a violation of this act, a rule promulgated under this act, or an order issued under this act, has the same effect as if personally served on the applicant. This appointment remains in force as long as the applicant has any outstanding liability within this state under this act.
- (5) The secretary of state may require an applicant to submit a photograph of the applicant, may prescribe the size and format of the photograph, and may include a reproduction of the photograph on the driver education instructor certificate. The secretary of state may receive the applicant's written or electronic permission to use the image of the applicant captured and retained under section 307 of the Michigan vehicle code, 1949 PA 300, MCL 257.307, on the driver education instructor certificate.
- (6) A person licensed as a driver training school instructor by the secretary of state or who has been approved as an instructor for segment 1 and segment 2 driver education performance objectives under former 1974 PA 369, and who submits an original driver education instructor certificate application in accordance with this act to the secretary of state on or before June 1, 2007, may provide driver education instruction in accordance with this act while the secretary of state processes the application. If an application is received after June 1, 2007, the driver education provider shall not provide instruction until the secretary of state processes the application and issues the certificate. The certificate expires exactly 2 years from the date of issuance.
- (7) A person who engages or offers to engage in activity as a driver education instructor before being certified by the secretary of state is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$2,000.00, or both.

(8) The secretary of state may develop and prescribe an orientation and education program that a person must complete before receiving an original driver education instructor certificate issued under this act.

(9) Beginning December 31, 2007, an applicant for an original driver education instructor certificate is required to complete the driver education instructor preparation courses described in section 23. This subsection does not apply to an applicant for a driver education instructor certificate to conduct truck driver training.

Sec. 19. (1) The secretary of state may issue a person an original or renewal driver education instructor certificate if the secretary of state is satisfied that the person meets the requirements for that certificate under this act. A certificate may include the following:

- (a) The name of the instructor.
- (b) An image of the instructor.
- (c) An identification number assigned to the instructor.
- (d) One or more driver education training classifications.
- (e) Other information determined necessary by the secretary of state.

(2) A driver education instructor shall display the driver education instructor certificate card issued by the secretary of state to that instructor at all times while providing instruction to a student. A driver education instructor shall provide a copy of his or her certificate to a driver education provider who utilizes the instructor's services.

Sec. 21. (1) A certified driver education instructor may apply to the secretary of state for renewal of his or her driver education instructor certificate. The application shall be in a format as prescribed by the secretary of state and shall include all of the following:

- (a) A properly completed application signed by the applicant.
- (b) A certification that the applicant complies with the professional development requirements of this act and any additional verification regarding compliance with the professional development requirements of this act as prescribed by the secretary of state.
- (c) A nonrefundable application processing fee of \$45.00.
- (d) Every 2 years, a new certified medical examination report that is not older than 90 days and that is prepared by a physician, a physician's assistant, or a certified nurse practitioner licensed to practice in this state or in the applicant's state of residence. The report shall include a statement by the person that certified the report that the applicant is medically qualified to operate a motor vehicle and to train others to operate a motor vehicle.
- (e) Other information and documents prescribed by the secretary of state.

(2) If the secretary of state receives a properly completed renewal application before the applicant's driver education instructor's current certificate expires, the certificate continues in full force and effect until the secretary of state either approves or denies the renewal application. If the secretary of state does not receive a properly completed renewal application before the driver education instructor certificate expires, the driver education instructor shall not offer to engage or engage in the activity of a driver education instructor until the secretary of state issues the holder of the expired certificate an original or renewal driver education instructor certificate as provided in this act.

(3) The secretary of state shall not issue a renewal certificate more than 30 days after a driver education instructor certificate expires unless the instructor has submitted a properly completed renewal application within 30 days after the certificate's expiration date. An instructor that applies for a certificate renewal later than 30 days after the certificate expires shall apply to the secretary of state for an original driver education instructor certificate.

(4) A certified driver education instructor shall complete a criminal history check as described in section 29 to the satisfaction of the secretary of state every 4 years on a renewal application for a driver education instructor certificate.

(5) A driver education instructor certificate issued under this act is valid for 2 years. The original expiration date is exactly 2 years from the date the secretary of state issues the instructor an original certificate. An instructor's renewal certificate expires 2 years after its issuance on the same day and month that the original certificate expired.

(6) A nonrefundable application processing fee collected under this section shall be deposited into the driver education provider and instructor fund created under section 83.

Sec. 23. (1) A college or university or a person approved by the secretary of state may present a driver education instructor preparation program. A college, university, or person shall not offer to engage or engage in the activity of presenting a driver education instructor preparation program without the prior approval of the secretary of state.

(2) A college, university, or person may apply to the secretary of state for approval to conduct a driver education instructor preparation program. A college, university, or person seeking approval shall present satisfactory evidence to the secretary of state as prescribed by the secretary of state that the college's, university's, or person's proposed program meets the requirements of this section.

(3) The secretary of state shall review and approve a driver education instructor preparation program that meets the requirements of this section. The secretary of state shall give the college, university, or person requesting approval a written notice of the secretary of state's approval or denial, including the reason for any denial.

(4) The secretary of state shall prepare a driver education instructor preparation program guide as a model for how to conduct a driver education instructor preparation program. The model program guide shall identify the content of each course identified in subsection (7).

(5) Beginning September 1, 2007, a driver education instructor preparation program shall consist of not less than 4 driver education preparation courses.

(6) A college, university, or person seeking approval of a driver education instructor preparation course shall present evidence satisfactory to the secretary of state that the proposed course meets the requirements of this section. The secretary of state shall review a driver education instructor preparation course and determine whether that course meets the requirements of this act. The secretary of state shall prescribe the administration and curriculum of a driver education instructor preparation course. The secretary of state shall give the college, university, or person requesting approval written notice of the secretary of state's approval or denial, including the reason for any denial.

(7) A driver education instructor preparation program shall consist of not less than 4 driver education instructor preparation courses. The 4 required courses shall each concentrate on only 1 of the following concepts, and all of the following concepts shall be covered in the minimum 4 courses required:

- (a) Driver task analysis.
- (b) Developing classroom and program knowledge.
- (c) Developing vehicle operation skills.
- (d) Practicum.

(8) A driver education instructor preparation course shall consist of not less than 2 semester hours per course or the equivalent of not less than 2 semester hours per course as approved by the secretary of state. A driver education instructor preparation course shall extend for not less than 3 weeks.

(9) An instructor who teaches a driver education instructor preparation course shall meet the following requirements:

- (a) Have a master's degree in education from an accredited college or university.
- (b) Hold a valid driver education instructor certificate issued by the secretary of state.
- (c) Any other requirement the secretary of state determines is necessary to determine instructor qualifications.

(10) A college, university, or person approved by the secretary of state that offers a driver education instructor preparation course shall include in the course registration material information explaining the driver education instructor qualifications required under this act.

(11) The secretary of state shall review each driver education instructor preparation program approved under this section at least once every 3 years.

(12) A driver education preparation course credit earned through a college, university, or another entity in another state may be accepted on the same basis as the equivalent credit earned through a driver education instructor preparation program conducted by a college or university or by a person approved by the secretary of state, if approved by the secretary of state. A person seeking approval of a driver education course credit earned in another state shall present satisfactory evidence to the secretary of state that the other state's course substantially meets the requirements of this state. The secretary of state shall review a driver education preparation course credit earned in another state and determine whether that course content meets the requirements of this act. The secretary of state shall give the person a written notice of the secretary of state's approval or denial, including the reason for any denial.

(13) This section does not apply to an applicant for a driver education instructor certificate that is limited to the truck driver training classification.

Sec. 25. (1) A person shall not participate in a practicum course conducted by a college or university or by a person approved by the secretary of state unless the person possesses a conditional driver education instructor certificate.

(2) A person shall apply to the secretary of state for a conditional driver education instructor certificate. The secretary of state may issue a person a conditional driver education instructor certificate after the person presents satisfactory evidence to the secretary of state that the applicant complies with both of the following:

(a) Meets all of the driver education instructor application requirements under section 17 except for completion of a practicum course.

(b) Is enrolled in a practicum course conducted by a college or university or by a person approved by the secretary of state.

(3) This section does not apply to an applicant for a driver education instructor certificate that is limited to the truck driver training classification.

Sec. 27. Beginning January 1, 2008, the secretary of state shall establish professional development requirements for a certified driver education instructor. The secretary of state shall publish the requirements in a format and manner prescribed by the secretary of state. Professional development requirements shall provide the following:

(a) The criteria a driver education instructor shall follow to select an activity to meet the professional development requirements.

(b) The date by which an instructor shall complete the professional development requirements.

Sec. 29. (1) A criminal history check required under this act shall be performed by the department of state police and the federal bureau of investigation.

(2) A person required to have a criminal history check shall send a request for a criminal history check to the department of state police in a format and as prescribed by the department of state police. The fees required by the department of state police and the federal bureau of investigation to conduct the criminal history check shall accompany a request for a criminal history check.

(3) The department of state police shall conduct a criminal history check within 45 days after receiving a proper request and the required fee for a criminal history check under this section. After conducting the criminal history check and within that same 45 days, the department of state police shall provide the secretary of state with a report of the criminal history check. The report shall contain any criminal history record information on the person maintained by the department of state police.

(4) Except as otherwise provided in this act, the secretary of state shall not approve an original or renewal driver education provider or driver education instructor certificate before receiving and reviewing the applicable criminal history checks from the department of state police and the federal bureau of investigation.

(5) The secretary of state shall use criminal history record information received under this section only for evaluating an applicant's qualifications to receive a driver education provider or driver education instructor certificate under this act. The secretary of state shall discuss the report or its contents only with staff of the department of state police or a person who was involved in the prosecution of a criminal matter noted in a report for purposes of clarifying whether an offense meets 1 of the crimes described in section 59. A person who uses criminal history record information in violation of this subsection is guilty of a misdemeanor punishable by a fine of not more than \$10,000.00.

(6) As used in this section, "criminal history record information" means that term as defined in section 1a of 1925 PA 289, MCL 28.241a.

Sec. 31. (1) A motor vehicle used by a driver education provider shall:

(a) Comply with the motor vehicle safety standards required under both federal law and the laws of this state when used as a driver education vehicle.

(b) Display an identity, in a size and design prescribed by the secretary of state, that the vehicle is used in a driver education course.

(c) Display a driver education provider's identity, in a size and design prescribed by the secretary of state, that uses the vehicle in a driver education course.

(2) A driver education provider shall not allow a driver education instructor to use a motor vehicle in a driver education course with more occupants than the number of safety belts installed in the vehicle.

(3) A passenger motor vehicle used by a driver education provider in a driver education course shall be a dual-controlled vehicle. For the purpose of this subsection, a "dual-controlled vehicle" means a motor vehicle that is equipped with a duplicate brake or, if applicable, a duplicate brake and clutch pedal that is positioned on the right front floorboard of the vehicle.

Sec. 33. A driver education provider issued a driver education provider certificate that is classified for teen driver training under this act shall comply with all of the following:

(a) Verify that a person enrolled in a driver education course complies with the following:

(i) Is 14 years, 8 months of age or older before beginning a segment 1 curriculum. A student's initial attendance or participation in a class shall not begin or commence on a date after the first day of that scheduled class without good cause. Except as otherwise provided in this subsection, the student being less than 14 years and 8 months on the first day of class is not good cause.

(ii) If less than 14 years, 8 months of age, that the secretary of state has issued the person an approval, as prescribed by the secretary of state, for a minor restricted driver license under section 312 of the Michigan vehicle code, 1949 PA 300, MCL 257.312.

(iii) Meets the physical or mental requirements for a motor vehicle operator's license under section 309 of the Michigan vehicle code, 1949 PA 300, MCL 257.309.

(b) Provide a driver education course that has been approved by the secretary of state under this act.

(c) Administer a knowledge test approved by the secretary of state under this act to each student at the completion of a driver education course in accordance with the standards prescribed by the secretary of state under this act.

(d) For a student or customer who is less than 18 years of age, sign a written agreement with the student or customer or the student's or customer's parent or legal guardian. The agreement shall provide that the driver education provider shall have not less than 2 students in the vehicle used by the student or customer during behind-the-wheel instruction. A student's or customer's parent or legal guardian may waive this requirement only in writing.

Sec. 35. (1) The secretary of state shall prescribe a model curriculum for teen driver training under this act. After September 1, 2007, a driver education provider classified for teen driver training shall use the secretary of state's prescribed model curriculum or may use an alternative curriculum only after it has been reviewed and approved by the secretary of state. The secretary of state may approve an alternative curriculum if it substantially meets or exceeds the standards of the secretary of state's prescribed model curriculum.

(2) Under a segment 1 curriculum and segment 2 curriculum combined, each student shall receive no less than 30 hours of classroom instruction and 7 hours of behind-the-wheel driver education course experience.

Sec. 37. (1) A segment 1 curriculum shall include both classroom and behind-the-wheel driver education course experience. The classroom instruction and behind-the-wheel instruction shall be integrated, relate to each other, and meet the following requirements:

(a) Each student shall receive not less than 24 hours of classroom instruction. Classroom instruction shall be scheduled to occur as follows:

(i) Classroom instruction shall occur not more than 2 hours per day.

(ii) Classroom instruction shall occur over the course of 3 or more weeks.

(iii) Classroom instruction of 4 or more hours shall be received before the student begins to receive behind-the-wheel instruction.

(iv) Behind-the-wheel instruction of 3 or more hours shall be completed before classroom instruction terminates.

(b) Each student shall receive not less than 6 hours of behind-the-wheel instruction or substitute hours permitted under this subsection. Behind-the-wheel instruction shall be scheduled to occur as follows:

(i) A student shall receive not more than 1 hour of behind-the-wheel instruction per day.

(ii) Not more than 1 student shall occupy the front seat of the vehicle with the instructor.

(iii) A driver education motor vehicle shall contain not more than 4 students during behind-the-wheel instruction.

(iv) Not later than 3 weeks after the last classroom instruction has been completed, a student shall complete any remaining required behind-the-wheel instruction.

(v) Except as otherwise provided in this section, a student may receive instruction while operating a motor vehicle at a multiple vehicle driving facility. One hour of instruction received at a multiple vehicle driving facility may substitute as credit for 1 hour of behind-the-wheel experience. A maximum of 2 hours of behind-the-wheel experience can be substituted with instruction received at a multiple vehicle driving facility.

(c) A student shall receive 4 or more hours of behind-the-wheel observation time.

(2) A driver education provider classified for teen driver training shall not substitute behind-the-wheel instruction with multiple vehicle driving facility experience until the secretary of state gives the provider written approval for that substitution as provided in this act.

(3) A driver education provider classified for teen driver training shall not substitute behind-the-wheel driving experience with simulator device training.

(4) As used in this section:

(a) "Integrated" means classroom and behind-the-wheel instruction scheduled to include a mix of classroom and behind-the-wheel instruction throughout the duration of the driver education course, except as otherwise provided in this section.

(b) "Observation time" means the time a student in a driver education course sits in the rear seat of a vehicle and observes another student in the front seat behind the wheel operating the controls of the vehicle, responding to driving situations, and with an instructor sitting in the front seat.

Sec. 39. A segment 2 curriculum course provided under this act shall meet both of the following requirements:

(a) Be offered only to a student who has done all of the following:

(i) Successfully completed a segment 1 curriculum driver education course.

(ii) Held a valid level 1 graduated driver license for not less than 3 continuous months.

(iii) Acquired 30 or more hours driving experience on a level 1 graduated driver license that includes not less than 2 hours of night driving with a licensed parent or legal guardian, or with the permission of a parent or legal guardian, with any licensed driver who is 21 years of age or older.

(b) Contain 6 or more hours of classroom instruction that is scheduled so the student receives not more than 2 hours of classroom instruction per day.

Sec. 41. (1) Except as otherwise provided in this section, a segment 1 or segment 2 classroom shall not contain more than 36 students when classroom instruction is given.

(2) A segment 2 class size may exceed 36 students with the prior approval of the secretary of state. The secretary of state may approve a segment 2 class size to exceed 36 students for up to 60 minutes per day when justified by a special presentation.

(3) The number of students in a class shall not exceed the number of students allowed by the fire marshal.

Sec. 43. (1) A driver education provider classified to provide teen driver training shall issue a driver education course certificate of completion to a student who successfully passes a written knowledge test prescribed by the secretary of state for that segment and successfully completes the other course work for that segment. The secretary of state shall prescribe the knowledge test administered to a teen student, including establishing a passing score and the maximum number of times a student may take the test.

(2) A driver education provider shall not issue a driver education course certificate of completion for segment 1 if the student is not eligible for a graduated driver license.

(3) A driver education provider shall not issue a driver education course certificate of completion for segment 2 to a student unless the student has been issued a graduated driver license.

Sec. 45. (1) Before holding a class, a driver education provider shall file a projected driver education course schedule report with and as prescribed by the secretary of state. The course schedule report shall contain:

(a) The name of the school.

(b) The dates and times of the class.

(c) The classroom location.

(d) The names of the instructors.

(e) Any other information the secretary of state determines is needed to administer this act or ensure the health, safety, and welfare of a student or the public.

(2) If a change occurs in the information contained in a report filed under subsection (1), the driver education provider shall immediately file an updated projected driver education course report with the secretary of state or later if authorized by the secretary of state.

(3) Upon completion of a class, a driver education provider shall file a course completion report with and as prescribed by the secretary of state. The course completion report shall contain:

(a) The name of the school.

(b) The dates the class was held.

(c) The name, address, and birth date of each student issued a certificate of completion.

(d) The inventory control number of each certificate of completion issued to a student.

(e) Any other information the secretary of state determines is needed to administer this act or ensure the health, safety, and welfare of a student or the public.

(4) A driver education provider classified for truck driver training shall file a report with and as prescribed by the secretary of state on April 15 and October 15 of each year. Each report shall contain:

(a) The name, address, and driver license number of each student enrolled since the provider's last report under this subsection.

(b) The name of each student who completed a training program.

(c) Any other information the secretary of state determines is needed to administer this act or ensure the health, safety, and welfare of a student or the public.

(5) A driver education provider shall file a year-end report with and as prescribed by the secretary of state on or before January 31 of each year. The year-end report shall contain all of the following:

(a) The name of the school.

(b) The number of students who passed and failed each type of instruction given.

(c) A list of the instructors who taught during the year.

- (d) A list of classroom locations utilized during the year.
  - (e) The tuition charged for each type of instruction.
  - (f) Any other information the secretary of state determines is needed to administer this act or ensure the health, safety, and welfare of a student or the public.
- (6) A driver education provider shall maintain a record of the instruction given to a student as prescribed by the secretary of state. A student instruction record shall contain all of the following:
- (a) The dates and number of hours of classroom and behind-the-wheel instruction given the student, signed by the instructors that gave the instruction.
  - (b) Complete registration and achievement records for the student.
  - (c) A list of the student's payments for tuition, fees, and purchase or rental of supplies or equipment.
  - (d) A copy of the signed contract between the school and the student.
  - (e) The information contained on a course completion report for the student.
  - (f) Any other information the secretary of state determines is needed to administer this act or ensure the health, safety, and welfare of a student or the public.
- (7) The secretary of state shall prescribe the manner and method that any information, forms, reports, and other documents required in this act are submitted to the secretary of state, including electronic submission.

Sec. 47. (1) A driver education provider shall have a written agreement with each of its students. A driver education provider shall not give instruction to a student until after the provider and the student have entered into the written agreement. The agreement shall be dated and signed by both the provider and the student. The agreement shall contain all the terms of the agreement between the provider and the student and include all of the following:

- (a) The student's name, address, birth date, and telephone number.
  - (b) If the student is a minor, the parent's or legal guardian's name, address, and telephone number.
  - (c) A description of the instruction to be given by that provider.
  - (d) The amount of the fee or tuition charged and paid for the instruction.
  - (e) A notice statement prescribed by the secretary of state.
  - (f) Other information prescribed by the secretary of state.
- (2) Before instruction begins, the driver education provider shall give the student a signed copy of the agreement, accompanied by a copy of all of the provider's applicable policies.
- (3) This section does not apply to an educational institution or a governmental agency that does not charge a student a fee for driver education instruction.

Sec. 49. (1) The secretary of state may approve the giving of a coordinated segment 1 driver education course. A driver education provider shall not give a coordinated segment 1 driver education course without the prior written approval of the secretary of state. The provider shall file a request for approval with the secretary of state in a format as prescribed by the secretary of state. The secretary of state may review a request on a case-by-case basis.

(2) A driver education provider shall not give instruction under this section until after the provider and the student have entered into a written agreement as provided in this subsection. The agreement shall be dated and signed by both the provider and the student. The agreement shall contain all the terms of agreement between the provider and the student and include all of the following:

- (a) The student's name, address, birth date, and telephone number.
  - (b) If the student is a minor, the parent's or legal guardian's name, address, and telephone number.
  - (c) The name of each provider that will give instruction.
  - (d) A description of the instruction that each provider will give.
  - (e) A description of the assessment or test to be administered by each provider.
  - (f) The amount of the fee or tuition charged and paid for the instruction.
  - (g) The name of the provider responsible for issuing a segment 1 driver education course certificate of completion.
  - (h) A statement of who is responsible for maintaining each part of the student's records as required under this act.
  - (i) Other information prescribed by the secretary of state.
- (3) Before instruction begins, the driver education provider shall give the student a signed copy of the agreement.
- (4) This section does not apply to an educational institution or a governmental agency that does not charge a student a fee for driver education instruction.

Sec. 51. (1) The secretary of state may require that information, a record, or any document required to be maintained under this act be maintained in a format and manner prescribed by the secretary of state.

(2) The secretary of state may prescribe the format, manner, and deadline for filing a report with the secretary of state under this act. Except as otherwise provided in this act, the secretary of state shall notify a person required to file a report with the secretary of state of the applicable filing deadline. The secretary of state shall provide that notice not less than 15 days before the report is due, unless the secretary of state has reason to believe the report is needed more quickly to protect the health, safety, and welfare of a student or the public or to properly administer this act.

(3) The secretary of state may require information, a record, or other document that is required to be maintained or filed under this act to be maintained or filed electronically or as prescribed by the secretary of state.

(4) A driver education provider shall maintain information, a record, a report, or other document required under this act at its established office location.

(5) A driver education provider shall make information, a record, or other document maintained under this act available for inspection by the secretary of state or his or her authorized representative at reasonable times.

(6) If a driver education provider fails to make information, a record, or other document required under this act available for inspection at reasonable times, the secretary of state may suspend the driver education provider's certificate after notice and opportunity for a hearing.

(7) A driver education provider shall maintain a record required under this act for not less than 4 calendar years after the student has ceased receiving instruction from the provider.

Sec. 53. (1) A driver education provider shall verify that a driver education instructor possesses a valid driver education instructor certificate issued under this act, before employing, hiring, contracting, or otherwise engaging the person as an instructor for a driver education course.

(2) The secretary of state may prescribe the method and manner that a driver education provider shall use to verify an instructor's certificate status.

Sec. 55. (1) Before a driver education provider shall provide behind-the-wheel driver education course instruction to an adult or truck driver training student, the provider shall verify that the student has a valid temporary instruction permit issued by the secretary of state under section 306 of the Michigan vehicle code, 1949 PA 300, MCL 257.306.

(2) The secretary of state may prescribe the method and manner that a driver education provider shall use to verify a student's temporary instruction permit under this section.

Sec. 57. A certified driver education provider or instructor or a provider's designated representative or coordinator shall immediately notify the secretary of state if convicted of a violation or attempted violation listed in section 59. A certified driver education instructor or designated representative or coordinator of a provider shall also notify his or her driver education provider employer. A notice required under this section shall be in a format as prescribed by the secretary of state and comply with all of the following:

- (a) Identify the conviction.
- (b) Identify the date of the conviction.
- (c) Identify the court that imposed the conviction.
- (d) Contain other information as prescribed by the secretary of state.

Sec. 59. (1) Except as otherwise provided in this section, the secretary of state shall automatically deny an original or renewal application for a driver education provider or instructor certificate and shall automatically immediately revoke a certificate issued to a person as a driver education provider or driver education instructor without the necessity for notice and an opportunity for a hearing if a criminal history check indicates that the applicant, instructor, provider, or the designated representative or coordinator of the applicant or provider has been convicted of a violation or attempted violation, or the secretary of state receives reliable notice under this section or section 57 of a conviction for a violation or attempted violation of any of the following:

(a) Criminal sexual conduct, assault with intent to commit criminal sexual conduct, or an attempt to commit criminal sexual conduct, in any degree under sections 520b to 520g of the Michigan penal code, 1931 PA 328, MCL 750.520b to 750.520g.

(b) A felony involving a criminal assault or battery on an individual.

(c) A crime involving felonious assault on a child, child abuse in the first degree, cruelty, torture, or indecent exposure involving a child.

(d) A felony involving the manufacture, distribution, or dispensing of a controlled substance or possession with intent to manufacture, distribute, or dispense a controlled substance.

(e) A felony conviction involving fraud as an element of the crime.



(2) A denial or revocation imposed under this section shall continue for not less than 10 years from the date of the conviction.

(3) The department of information technology shall work with the secretary of state and the department of state police to develop and implement an automated program that does an annual comparison of the conviction information received by the department of state police with a secretary of state list of persons holding a driver education provider or instructor certificate and the persons designated as a representative or coordinator of a provider. This comparison shall only include persons who are actually certified as a driver education provider or instructor or who are the designated representative or coordinator of an actually certified provider at the time of the comparison. Unless otherwise prohibited by law, this comparison shall include convictions contained in a nonpublic record. The department of state police shall take all reasonable and necessary measures using the available technology to ensure the accuracy of this comparison before transmitting the information under this subsection to the secretary of state. The secretary of state shall take all reasonable and necessary measures using the available technology to ensure the accuracy of this comparison before notifying a provider, a provider's designated representative or coordinator, or an instructor of a conviction that results in an automatic and immediate revocation of a provider or instructor certificate under this section.

(4) When the secretary of state receives reliable notice of a conviction for a violation or attempted violation under this section or section 57 by an applicant's or provider's designated representative or coordinator, the secretary of state shall automatically deny an original or renewal application for a driver education provider certificate or automatically immediately revoke a provider's certificate under this section if the applicant or provider fails to immediately terminate the designated representative's or coordinator's designation or employment as the provider's designated representative or coordinator.

Sec. 61. (1) Except as otherwise provided in this section, the secretary of state shall automatically deny a driver education provider or instructor application or revoke a provider's or instructor's certificate without notice and an opportunity for a hearing. The denial or revocation shall remain in effect until the applicant, instructor, provider, or the designated representative or coordinator of the applicant or provider completes 5 consecutive years without a conviction for a violation or attempted violation for which 4 or more points are assessed under section 320a of the Michigan vehicle code, 1949 PA 300, MCL 257.320a.

(2) The secretary of state shall automatically deny a driver education provider or instructor application or revoke a provider's or instructor's certificate without notice and an opportunity for a hearing until the driving record of the applicant, instructor, provider, or the designated representative or coordinator of the applicant or provider does not have within the prior 2 years 1 or more of the following:

(a) Three or more driver license denials, suspensions, or revocations, or any combination of 3 or more denials, suspensions, or revocations, imposed by the secretary of state for the failure to appear in court or a failure to comply with a court judgment under section 321a of the Michigan vehicle code, 1949 PA 300, MCL 257.321a.

(b) A conviction or finding of responsibility for a traffic violation in connection with 2 or more motor vehicle accidents.

(c) An accumulation of 6 or more points under section 320(a) of the Michigan vehicle code, 1949 PA 300, MCL 257.320.

(d) A conviction under section 624a, 625(6), or 626b of the Michigan vehicle code, 1949 PA 300, MCL 257.624a, 257.625, and 257.626b.

(3) When the driving record of an applicant's or provider's designated representative or coordinator is the cause for the secretary of state to deny an application or revoke a certificate under this section, the secretary of state shall automatically deny an original or renewal application for a driver education provider certificate or automatically revoke a provider's certificate under this section if the applicant or provider fails to immediately terminate the designated representative's or coordinator's designation or employment as the provider's designated representative or coordinator.

Sec. 63. (1) The secretary of state shall automatically suspend or revoke a driver education instructor's certificate without notice and an opportunity for a hearing if the instructor's driver license is denied, suspended, revoked, or canceled by this state or another state. A driver education instructor whose driver license is denied, suspended, revoked, or canceled by this state or another state shall immediately return his or her instructor's certificate to the secretary of state.

(2) The secretary of state may reinstate a driver education instructor's certificate suspended under this section if the instructor's driver license denial, suspension, revocation, or cancellation terminates before the instructor's certificate expires and the instructor submits a written request to the secretary of state, as prescribed by the secretary of state, for that reinstatement.

(3) The secretary of state shall not reinstate a driver education instructor certificate that is revoked under this section. A driver education instructor whose certificate is revoked may apply to the secretary of state for an original driver education instructor certificate.

Sec. 65. (1) The secretary of state may make, on its own initiative or in response to a complaint, a reasonable and necessary investigation within or outside this state and gather evidence against a person that violated, allegedly violated, or is about to violate this act, a rule promulgated under this act, or an order issued under this act, concerning whether a person, an applicant, a driver education provider, or a driver education instructor is in compliance with this act or a rule promulgated under this act.

(2) A person may file a complaint against a person, an applicant, a driver education provider, or a driver education instructor with the secretary of state. A complaint shall be made in a format as prescribed by the secretary of state. The complaint shall be based upon a violation or attempted violation of this act or a rule promulgated under this act and shall contain all of the following information:

(a) The complainant's name, address, and telephone number.

(b) A complete statement describing the basis for the complaint.

(c) A copy of any record, report, or document that is the basis for the complaint, including a copy of the student contract, driver education course certificate of completion issued, or other documents.

(d) The complainant's signature and the date the complaint was signed.

(e) Other information as prescribed by the secretary of state.

(3) The secretary of state may mediate a dispute between a driver education provider or driver education instructor and a student or the student's parent or legal guardian when a dispute arises from a violation or attempted violation of this act or a rule promulgated under this act.

(4) The secretary of state may develop conditions of probation for the operation of a driver education provider or the training conducted by a driver education instructor. Conditions shall be set forth in a written agreement and signed by the driver education provider or driver education instructor and the secretary of state. Conditions of probation may be agreed to in place of further disciplinary proceedings.

Sec. 67. A driver education provider or instructor shall not engage in a deceptive or unconscionable method, act, or practice. The following are deceptive or unconscionable methods, acts, or practices:

(a) Using, adopting, or conducting business under a name that is the same as, like, or deceptively similar to, the name of another driver education provider.

(b) Except as otherwise provided in this subsection, using the word "state", "government", "municipal", "city", or "county" as part of the name of the driver education provider. This provision does not apply to an educational institution or a governmental agency.

(c) Advertising, representing, or implying that a driver education provider is supervised, recommended, or endorsed by, or affiliated or associated with, or employed by, or an agent or representative of this state, the secretary of state, or a bureau of the secretary of state.

(d) Advertising or publicizing under a name other than the provider's full business name as identified on the provider's application for a driver education provider certificate.

(e) Advertising that the provider is open for business before the secretary of state issues a driver education provider certificate to the provider.

(f) Soliciting business on the premises of any facility rented, leased, owned, or used by the secretary of state.

(g) Misrepresenting the quantity or quality of the instruction provided or the requirements for a driver license, endorsement, minor restricted or temporary permit, or driver education certificate.

(h) Failing to promptly restore any deposit, down payment, or other payment that a person is entitled to after an agreement is rescinded, canceled, or otherwise terminated as required under the agreement or applicable law.

(i) Taking advantage of a student's or potential student's inability to reasonably protect his or her interest because of a disability, illiteracy, or inability to understand the language of an agreement, if the driver education provider knows or reasonably should have known of the student's or potential student's inability.

(j) Failing to honor a term of a student's, parent's, or legal guardian's agreement.

(k) Falsifying a document, agreement, record, report, or certificate required under this act or a rule promulgated under this act.

(l) Causing or allowing a student, parent, or legal guardian to sign a document in blank.

Sec. 69. (1) Except as otherwise provided in this act, the secretary of state may impose 1 or more of the sanctions in subsection (2) after notice and opportunity for a hearing if the secretary of state determines that a person, a driver education provider, a driver education instructor, or an applicant for either a provider or instructor certificate did 1 or more of the following:

(a) Failed to meet a requirement under this act or a rule promulgated under this act.

(b) Violated this act or a rule promulgated under this act.

(c) Made an untrue or misleading statement of a material fact to the secretary of state or concealed a material fact in connection with an application for a provider or instructor certificate.

(d) Permitted fraud or engaged in a fraudulent method, act, or practice in connection with a driver license or temporary driving permit application submitted to the secretary of state, or induced or countenanced fraud or a fraudulent method, act, or practice on the part of an applicant for a driver license or permit.

(e) Engaged in an unfair or deceptive method, act, or practice or made an untrue statement of a material fact.

(f) Violated a condition of probation or suspension or an order issued under this act.

(g) Failed to maintain good moral character as defined and determined under 1974 PA 381, MCL 338.41 to 338.47, in connection with business operations.

(2) After the secretary of state determines that a person, a driver education provider, a driver education instructor, or an applicant for a provider or instructor certificate committed a violation listed in subsection (1), the secretary of state may impose upon the person, provider, instructor, or applicant 1 or more of the following sanctions:

(a) Denial of an application for a driver education provider certificate or a driver education instructor certificate.

(b) Suspension or revocation of a driver education provider certificate or a driver education instructor certificate.

(c) An administrative fine paid to the secretary of state in an amount not to exceed \$1,000.00 for each violation.

(d) A requirement to take the affirmative action determined necessary by the secretary of state, including payment of restitution to a student or to an injured person.

(3) A sanction may be imposed under subsection (2) in addition to criminal penalties otherwise imposed for the same violation under this act or by law. The remedies and sanctions under this act are independent and cumulative.

Sec. 71. (1) If the secretary of state determines after notice and opportunity for a hearing that a person has committed a violation listed in section 69(1), the secretary of state may issue an order requiring the person to cease and desist from the unlawful method, act, or practice or to take an affirmative action that in the judgment of the secretary of state will carry out the purposes of this act, including, but not limited to, payment of restitution to a customer.

(2) If the secretary of state makes a finding of fact in writing that the public interest will be irreparably harmed by a delay in issuing an order, the secretary of state may issue a temporary cease and desist order. Before issuing a temporary cease and desist order, the secretary of state, when possible by telephone or otherwise, shall notify the person, the driver education provider, or the driver education instructor of the secretary of state's intention to issue a temporary cease and desist order. A temporary cease and desist order shall include in its terms a provision stating that upon request a hearing shall be held within 30 days to determine whether or not the order shall become permanent.

Sec. 75. (1) The secretary of state may order a summary suspension of a driver education provider or driver education instructor certificate pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, upon an affidavit by a person familiar with the facts set forth in the affidavit alleging a violation or attempted violation of this act, a rule promulgated under this act, or a deceptive or unconscionable method, act, or practice.

(2) The driver education provider or driver education instructor to whom the order is directed may apply to the secretary of state and shall be granted a hearing within 30 days of application pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.

(3) At the hearing, the order of summary suspension shall be set aside, continued, or modified by the secretary of state.

(4) If the order of summary suspension concerns the issuance or authorization of driver education course certificates of completion, the secretary of state may discontinue accepting certificates of completion issued or authorized by the provider for students receiving or completing instruction after the effective date of the order. The secretary of state may decide to resolve the summary suspension matter before determining a driver license issue that involves 1 or more of the certificates of completion.

Sec. 77. The expiration or absence of a driver education provider certificate or a driver education instructor certificate does not prevent the secretary of state from proceeding with an investigation, disciplinary proceeding, or other action authorized by this act against a person, a driver education provider, or a driver education instructor.

Sec. 79. A person shall not engage in or offer to engage in activity as a driver education provider or a driver education instructor unless the person holds a valid certificate under this act. A person who violates this section is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$2,000.00, or both. In addition to any other remedies provided by law, the secretary of state may impose an administrative fine of \$100.00 for each day the person is found to have engaged in activity as a driver education provider or a driver education instructor without being certified under this act.

Sec. 81. In a court proceeding involving a violation of this act, the court may order the person found guilty of violating this act to reimburse the secretary of state for the reasonable costs of the secretary of state's investigation that resulted in the conviction in addition to any other civil or criminal penalties allowed by law. Any costs collected under this section shall be deposited into the driver education provider and instructor fund created under section 83.

Sec. 83. (1) The driver education provider and instructor fund is created as a separate fund in the department of treasury. The fund shall be expended only as provided in this section. The state treasurer may receive money or other assets from any source for deposit into the fund. The state treasurer shall direct the investment of the fund. The state treasurer shall annually present to the secretary of state an accounting of the amount of money in the fund. Any unexpended and unencumbered money in the fund at the close of a fiscal year shall remain in the fund and shall not lapse or be transferred to the general fund.

(2) A nonrefundable application processing fee, a multiple vehicle driving facility review and approval fee, and an administrative fine collected under this act shall be transferred by the secretary of state to the state treasurer, who shall credit the money to the fund created under this section.

(3) The secretary of state shall expend money in the fund to administer this act. The secretary of state may deduct money from the fund to develop a driver education provider and instructor program. The secretary of state may deduct from the fund the actual administrative costs to administer this act, including any administrative costs to perform inspections, conduct investigations, or hold administrative hearings.

Sec. 84. After deducting the actual administrative costs of the department, the balance of the revenue from the fees collected under this act, up to an annual total of \$15,000.00, shall be deposited in the traffic law enforcement and safety fund created in section 819a of the Michigan vehicle code, 1949 PA 300, MCL 257.819a.

Sec. 85. The secretary of state may promulgate rules pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, to carry out this act.

Enacting section 1. The driver training schools rules, R 388.351 to R 388.362, and the driver education rules, R 388.302 to R 388.338, of the Michigan administrative code are rescinded.

Enacting section 2. This act takes effect October 1, 2006.

This act is ordered to take immediate effect.

*Carol Morey Viventi*

Secretary of the Senate

*Sam E. Randall*

Clerk of the House of Representatives

Approved \_\_\_\_\_

\_\_\_\_\_  
Governor

Act No. 71  
Public Acts of 2004  
Approved by the Governor  
April 20, 2004  
Filed with the Secretary of State  
April 20, 2004  
EFFECTIVE DATE: April 20, 2004  
STATE OF MICHIGAN  
92ND LEGISLATURE  
REGULAR SESSION OF 2004

Introduced by Senator Emerson

## ENROLLED SENATE BILL No. 1018

AN ACT to amend 1949 PA 300, entitled "An act to provide for the registration, titling, sale, transfer, and regulation of certain vehicles operated upon the public highways of this state or any other place open to the general public or generally accessible to motor vehicles and distressed vehicles; to provide for the licensing of dealers; to provide for the examination, licensing, and control of operators and chauffeurs; to provide for the giving of proof of financial responsibility and security by owners and operators of vehicles; to provide for the imposition, levy, and collection of specific taxes on vehicles, and the levy and collection of sales and use taxes, license fees, and permit fees; to provide for the regulation and use of streets and highways; to create certain funds; to provide penalties and sanctions for a violation of this act; to provide for civil liability of owners and operators of vehicles and service of process on residents and nonresidents; to provide for the levy of certain assessments; to provide for the enforcement of this act; to provide for the creation of and to prescribe the powers and duties of certain state and local agencies; to impose liability upon the state or local agencies; to provide appropriations for certain purposes; to repeal all other acts or parts of acts inconsistent with this act or contrary to this act; and to repeal certain parts of this act on a specific date," by amending sections 306, 310e, and 811 (MCL 257.306, 257.310e, and 257.811), section 306 as amended by 2002 PA 534, section 310e as amended by 2003 PA 61, and section 811 as amended by 2003 PA 152.

The People of the State of Michigan enact:

Sec. 306. (1) The secretary of state, upon receiving an application for a temporary instruction permit from a person who is 18 years of age or older, may issue that permit entitling the applicant, while carrying the permit, to drive a motor vehicle other than a motor vehicle requiring an indorsement under section 312a or a vehicle group designation under section 312e upon the highways for a period of 180 days when accompanied by a licensed adult operator or chauffeur who is actually occupying a seat beside the driver.

(2) The secretary of state may issue an original operator's license and designate level 1, 2, or 3 graduated licensing provisions to a person who is less than 18 years of age, has been licensed in another state or country, and has satisfied the applicable requirements of section 310e.

(3) A student enrolled in a driver education course as that term is defined in section 1 of the driver education and training schools act, 1974 PA 369, MCL 256.601, or a motorcycle safety course approved by the department of state may operate a motor vehicle without holding an operator's license or permit while under the direct supervision of the program instructor.

(4) A student enrolled in a driver education course as that term is defined in section 1 of the driver education and training schools act, 1974 PA 369, MCL 256.601, and who has successfully completed 10 hours of classroom instruction and the equivalent of 2 hours of behind-the-wheel training may be issued a temporary driver education certificate furnished by the department of state that authorizes a student to drive a motor vehicle, other than a motor

vehicle requiring an indorsement pursuant to section 312a or a vehicle group designation pursuant to section 312e, when accompanied by a licensed parent or guardian, or when accompanied by a nonlicensed parent or guardian and a licensed adult for the purpose of receiving additional instruction until the end of the student's driver education course.

(5) The secretary of state, upon receiving proper application from a person 16 or 17 years of age who is enrolled in or has successfully completed an approved motorcycle safety course under section 811a, or a person who is 18 years of age or older and who holds a valid operator's or chauffeur's license, may issue a motorcycle temporary instruction permit entitling the applicant, while carrying the permit, to operate a motorcycle upon the public streets and highways for a period of 180 days, but only when under the constant visual supervision of a licensed motorcycle operator at least 18 years of age. The applicant shall not operate the motorcycle at night or with a passenger.

(6) The secretary of state, upon receiving proper application from a person who is 18 years of age or older, who holds a valid operator's or chauffeur's license, and who has passed the knowledge test for an original vehicle group designation or indorsement, may issue a temporary instruction permit entitling the person, while carrying the permit, to drive a vehicle requiring a vehicle group designation or vehicle group indorsement under section 312e upon the streets and highways for a period of 180 days, but only when accompanied by a licensed adult operator or chauffeur who is licensed with the appropriate vehicle group designation and indorsement for the vehicle group being driven and who is actually occupying a seat beside the driver, or behind the driver if the permittee is driving a bus or school bus. In addition, if a permittee is enrolled in a driver training program for drivers of motor vehicles requiring a vehicle group designation or vehicle group indorsement under section 312e, which program is conducted by a college, a university, a school licensed by the department under the driver education and training schools act, 1974 PA 369, MCL 256.601 to 256.612, or a local or intermediate school district, the permittee may drive a vehicle requiring a vehicle group designation or vehicle group indorsement on the streets and highways of this state for a period of 180 days when accompanied by an instructor licensed with the appropriate vehicle group designation and indorsement for the vehicle being driven who is either occupying the seat beside the driver or in direct visual and audio communication with the permittee. A person issued a temporary instruction permit under this section shall not operate a vehicle designed to carry 16 or more passengers that is transporting passengers except with an instructor licensed with the appropriate vehicle group designation and indorsement for the vehicle being driven or a driver skills test examiner.

Sec. 310e. (1) Except as otherwise provided in this act, an operator's or chauffeur's license issued to a person who is 17 years of age or less shall be in a form as prescribed in section 310 beginning July 1, 2003, and is valid only upon the issuance of a graduated driver license.

(2) The secretary of state shall designate graduated licensing provisions in a manner that clearly indicates that the person is subject to the appropriate provisions described in this section.

(3) Except as otherwise provided in section 303, a person who is not less than 14 years and 9 months of age may be issued a level 1 graduated licensing status to operate a motor vehicle if the person has satisfied all of the following conditions:

(a) Passed a vision test and met health standards as prescribed by the secretary of state.

(b) Successfully completed segment 1 of a driver education course as that term is defined in section 1 of the driver education and training schools act, 1974 PA 369, MCL 256.601, including a minimum of 6 hours of on-the-road driving time with the instructor.

(c) Received written approval of a parent or legal guardian.

(4) A person issued a level 1 graduated licensing status may operate a motor vehicle only when accompanied either by a licensed parent or legal guardian or, with the permission of the parent or legal guardian, a licensed driver 21 years of age or older. Except as otherwise provided in this section, a person is restricted to operating a motor vehicle with a level 1 graduated licensing status for not less than 6 months.

(5) A person may be issued a level 2 graduated licensing status to operate a motor vehicle if the person has satisfied all of the following conditions:

(a) Had a level 1 graduated licensing status for not less than 6 months.

(b) Successfully completed segment 2 of a driver education course as that term is defined in section 1 of the driver education and training schools act, 1974 PA 369, MCL 256.601.

(c) Not incurred a moving violation resulting in a conviction or civil infraction determination or been involved in an accident for which the official police report indicates a moving violation on the part of the person during the 90-day period immediately preceding application.

(d) Presented a certification by the parent or guardian that he or she, accompanied by his or her licensed parent or legal guardian or, with the permission of the parent or legal guardian, any licensed driver 21 years of age or older, has accumulated a total of not less than 50 hours of behind-the-wheel experience including not less than 10 nighttime hours.

(e) Successfully completed a secretary of state approved performance road test. The secretary of state may enter into an agreement with another public or private person or agency, including a city, village, or township, to conduct this performance road test. This subdivision applies to a person 16 years of age or over only if the person has satisfied subdivisions (a), (b), (c), and (d).

(6) A person issued a level 2 graduated licensing status under subsection (5) shall remain at level 2 for not less than 6 months and shall not operate a motor vehicle within this state from 12 midnight to 5 a.m. unless accompanied by a parent or legal guardian or a licensed driver over the age of 21 designated by the parent or legal guardian, or except when going to or from employment.

(7) The provisions and provisional period described in subsection (4) or (6) shall be expanded or extended, or both, beyond the periods described in subsection (4) or (6) if any of the following occur and are recorded on the licensee's driving record during the provisional periods described in subsection (4) or (6) or any additional periods imposed under this subsection:

(a) A moving violation resulting in a conviction, civil infraction determination, or probate court disposition.

(b) An accident for which the official police report indicates a moving violation on the part of the licensee.

(c) A license suspension for a reason other than a mental or physical disability.

(d) A violation of subsection (4) or (6).

(8) The provisional period described in subsection (4) shall be extended under subsection (7) until the licensee completes 90 consecutive days without a moving violation, an accident in which a moving violation resulted, accident, suspension, or provisional period violation listed in subsection (7) or until age 18, whichever occurs first. The provisional period described in subsection (6) shall be extended under subsection (7) until the licensee completes 12 consecutive months without a moving violation, accident, suspension, or restricted period violation listed in subsection (7) or until age 18, whichever occurs first.

(9) A person who is not less than 17 years of age may be issued a level 3 graduated licensing status under this subsection if the person has completed 12 consecutive months without a moving violation, an accident in which a moving violation resulted, accident, suspension, or restricted period violation listed in subsection (7) while the person was issued a level 2 graduated licensing status under subsection (5).

(10) Notice shall be given by first-class mail to the last known address of a licensee if the provisions are expanded or extended as described in subsection (7).

(11) A person who violates subsection (4) or (6) is responsible for a civil infraction.

(12) If a person is determined responsible for a violation of subsection (4) or (6), the secretary of state shall send written notification of any conviction or moving violation to a designated parent or guardian of the person.

(13) For purposes of this section:

(a) Upon conviction for a moving violation, the date of the arrest for the violation shall be used in determining whether the conviction occurred within a provisional licensure period under this section.

(b) Upon entry of a civil infraction determination for a moving violation, the date of issuance of a citation for a civil infraction shall be used in determining whether the civil infraction determination occurred within a provisional licensure period under this section.

(c) The date of the official police report shall be used in determining whether a licensee was driving a motor vehicle involved in an accident for which the official police report indicates a moving violation on the part of the licensee or indicates the licensee had been drinking alcoholic liquor.

(14) A person shall have his or her graduated licensing status in his or her immediate possession at all times when operating a motor vehicle, and shall display the card upon demand of a police officer. A person who violates this subsection is responsible for a civil infraction.

(15) This section does not apply to a person 15 years of age or older who is currently enrolled but has not completed a driver education course on April 1, 1997 or who has completed a driver education course but has not acquired his or her driver license on April 1, 1997.

Sec. 811. (1) An application for an original operator's or an original or renewal chauffeur's license as provided in sections 307 and 312 and an application for an original minor's restricted license as provided in section 312 shall be accompanied by the following fees:

Operator's license \$ 25.00

Chauffeur's license 35.00

Minor's restricted license 25.00

The renewal fee for an operator's license renewed under this section is \$18.00. However, if an operator's license is expired at the time of the renewal, the fee is the same as the original fee. The date of an application for a renewal of an operator's license under this section that is delivered to the secretary of state by regular mail is the postmark date in determining the fee to be assessed.

(2) The secretary of state shall deposit the money received and collected under subsection (1) in the state treasury to the credit of the general fund. The secretary of state shall refund out of the fees collected to each county or municipality acting as an examining officer or examining bureau \$2.50 for each applicant examined for an original license, \$1.00 for each applicant examined for an original chauffeur's license, and \$1.00 for every other applicant examined, if the application is not denied and the money refunded is paid to the county or local treasurer and is appropriated to the county, municipality, or officer or bureau receiving the money for the purpose of carrying out this act. The state treasurer shall deposit the sum of \$4.00 in the traffic law enforcement and safety fund created in section 819a for each person examined for an original license, a renewal operator's license, an original chauffeur's



license, or a renewal chauffeur's license, except that the sum deposited for each 2-year operator's or 2-year chauffeur's license shall be \$2.00.

(3) Notwithstanding sections 306 and 308, an operator's license shall not be issued to a person under 18 years of age unless that person successfully passes a driver education course and examination given by a school licensed under the driver education and training schools act, 1974 PA 369, MCL 256.601 to 256.612. A person who has been a holder of a motor vehicle operator's license issued by any other state, territory, or possession of the United States, or any other sovereignty for 1 year immediately before application for an operator's license under this act is not required to comply with this subsection. Restricted licenses may be issued pursuant to section 312 without compliance with this subsection.

Enacting section 1. This amendatory act does not take effect unless Senate Bill No. 1017 of the 92nd Legislature is enacted into law.

This act is ordered to take immediate effect.

Secretary of the Senate

Clerk of the House of Representatives

Approved

Governor

## MICHIGAN VEHICLE CODE (EXCERPT)

### **257.303 Operator's or chauffeur's license; issuance; prohibitions and restrictions; revocation; "felony in which a motor vehicle was used" defined.**

Sec. 303.

(1) The secretary of state shall not issue a license under this act to any of the following persons described in subdivisions (a) through (l):

(a) A person, as an operator, who is less than 18 years of age, except as otherwise provided in this act.

(b) A person, as a chauffeur, who is less than 18 years of age, except as otherwise provided in this act.

(c) A person whose license is suspended, revoked, denied, or canceled in any state. If the suspension, revocation, denial, or cancellation is not from the jurisdiction that issued the last license to the person, the secretary of state may issue a license after the expiration of 5 years from the effective date of the most recent suspension, revocation, denial, or cancellation.

(d) A person who in the opinion of the secretary of state is afflicted with or suffering from a physical or mental disability or disease preventing that person from exercising reasonable and ordinary control over a motor vehicle while operating the motor vehicle upon the highways.

(e) A person who is unable to understand highway warning or direction signs in the English language.

(f) A person who is unable to pass a knowledge, skill, or ability test administered by the secretary of state in connection with the issuance of an original operator's or chauffeur's license, original motorcycle indorsement, or an original or renewal of a vehicle group designation or vehicle indorsement.

(g) A person who has been convicted of, has received a juvenile disposition for, or has been determined responsible for 2 or more moving violations under a law of this state, a local ordinance substantially corresponding to a law of this state, or a law of another state substantially corresponding to a law of this state within the preceding 3 years, if the violations occurred before issuance of an original license to the person in this or another state.

(h) A nonresident including a foreign exchange student.

(i) A person who has failed to answer a citation or notice to appear in court or for any matter pending or fails to comply with an order or judgment of the court, including, but not limited to, paying all fines, costs, fees, and assessments, in violation of section 321a, until that person answers the citation or notice to appear in court or for any matter pending or complies with an

order or judgment of the court, including, but not limited to, paying all fines, costs, fees, and assessments, as provided under section 321a.

(j) A person not licensed under this act who has been convicted of, has received a juvenile disposition for, or has been determined responsible for a crime or civil infraction described in section 319, 324, or 904. A person shall be denied a license under this subdivision for the length of time corresponding to the period of the licensing sanction that would have been imposed under section 319, 324, or 904 if the person had been licensed at the time of the violation.

(k) A person not licensed under this act who has been convicted of or received a juvenile disposition for committing a crime described in section 319e. A person shall be denied a license under this subdivision for the length of time that corresponds to the period of the licensing sanction that would have been imposed under section 319e if the person had been licensed at the time of the violation.

(l) A person not licensed under this act who is determined to have violated section 33b(1) of former 1933 (Ex Sess) PA 8, section 703(1) of the Michigan liquor control code of 1998, 1998 PA 58, MCL 436.1703, or section 624a or 624b of this act. The person shall be denied a license under this subdivision for a period of time that corresponds to the period of the licensing sanction that would have been imposed under those sections had the person been licensed at the time of the violation.

(m) The secretary of state may deny issuance of an operator's license until the age of 17 to a person not licensed under this act who was convicted of or received a juvenile disposition for violating or attempting to violate section 411a(2) of the Michigan penal code, 1931 PA 328, MCL 750.411a, involving a school when he or she was less than 14 years of age. A person not issued a license under this subdivision is not eligible to begin graduated licensing training until he or she attains 16 years of age.

(n) The secretary of state may deny issuance of an operator's license to a person less than 21 years of age not licensed under this act who was convicted of or has received a juvenile disposition for violating or attempting to violate section 411a(2) of the Michigan penal code, 1931 PA 328, MCL 750.411a, involving a school when he or she was 14 years of age or older, until 3 years after the date of the conviction or juvenile disposition. A person not issued a license under this subdivision is not eligible to begin graduated licensing training or otherwise obtain an original operator's or chauffeur's license until 3 years after the date of the conviction or juvenile disposition.

(2) Upon receiving the appropriate records of conviction, the secretary of state shall revoke the operator's or chauffeur's license of a person and deny issuance of an operator's or chauffeur's license to a person having any of the following, whether under a law of this state, a local ordinance substantially corresponding to a law of this state, or a law of another state substantially corresponding to a law of this state:

(a) Any combination of 2 convictions within 7 years for reckless driving in violation of section 626.

(b) Any combination of 2 or more convictions within 7 years for any of the following:

(i) A felony in which a motor vehicle was used.

(ii) A violation or attempted violation of section 601b(2) or (3), section 601c(1) or (2), section 602a(4) or (5), section 617, section 653a(3) or (4), or section 904(4) or (5).

(iii) Negligent homicide, manslaughter, or murder resulting from the operation of a vehicle or an attempt to commit any of those crimes.

(iv) A violation or attempted violation of section 479a(4) or (5) of the Michigan penal code, 1931 PA 328, MCL 750.479a.

(c) Any combination of 2 convictions within 7 years for any of the following or a combination of 1 conviction for a violation or attempted violation of section 625(6) and 1 conviction for any of the following within 7 years:

(i) A violation or attempted violation of section 625, except a violation of section 625(2), or a violation of any prior enactment of section 625 in which the defendant operated a vehicle while under the influence of intoxicating or alcoholic liquor or a controlled substance, or a combination of intoxicating or alcoholic liquor and a controlled substance, or while visibly impaired, or with an unlawful bodily alcohol content.

(ii) A violation or attempted violation of section 625m.

(iii) Former section 625b.

(d) One conviction for a violation or attempted violation of section 315(5), section 601b(3), section 601c(2), section 602a(4) or (5), section 617, section 625(4) or (5), section 653a(4), or section 904(4) or (5).

(e) One conviction of negligent homicide, manslaughter, or murder resulting from the operation of a vehicle or an attempt to commit any of those crimes.

(f) One conviction for a violation or attempted violation of section 479a(4) or (5) of the Michigan penal code, 1931 PA 328, MCL 750.479a.

(g) Any combination of 3 convictions within 10 years for any of the following or 1 conviction for a violation or attempted violation of section 625(6) and any combination of 2 convictions for any of the following within 10 years, if any of the convictions resulted from an arrest on or after January 1, 1992:

(i) A violation or attempted violation of section 625, except a violation of section 625(2), or a violation of any prior enactment of section 625 in which the defendant operated a vehicle while under the influence of intoxicating or alcoholic liquor or a controlled substance, or a combination

of intoxicating or alcoholic liquor and a controlled substance, or while visibly impaired, or with an unlawful bodily alcohol content.

(ii) A violation or attempted violation of section 625m.

(iii) Former section 625b.

(3) The secretary of state shall revoke a license under subsection (2) notwithstanding a court order unless the court order complies with section 323.

(4) The secretary of state shall not issue a license under this act to a person whose license has been revoked under this act or revoked and denied under subsection (2) until all of the following occur, as applicable:

(a) The later of the following:

(i) The expiration of not less than 1 year after the license was revoked or denied.

(ii) The expiration of not less than 5 years after the date of a subsequent revocation or denial occurring within 7 years after the date of any prior revocation or denial.

(b) For a denial under subsection (2)(a), (b), (c), and (g), the person rebuts by clear and convincing evidence the presumption resulting from the prima facie evidence that he or she is a habitual offender. The convictions that resulted in the revocation and denial constitute prima facie evidence that he or she is a habitual offender.

(c) The person meets the requirements of the department.

(5) Multiple convictions or civil infraction determinations resulting from the same incident shall be treated as a single violation for purposes of denial or revocation of a license under this section.

(6) As used in this section, "felony in which a motor vehicle was used" means a felony during the commission of which the person operated a motor vehicle and while operating the vehicle presented real or potential harm to persons or property and 1 or more of the following circumstances existed:

(a) The vehicle was used as an instrument of the felony.

(b) The vehicle was used to transport a victim of the felony.

(c) The vehicle was used to flee the scene of the felony.

(d) The vehicle was necessary for the commission of the felony.

## MICHIGAN VEHICLE CODE (EXCERPT)

**257.309 Examination of applicant for operator's or chauffeur's license; waiver; exception; certification of licensee applying for renewal of license by mail; examining officers; conducting examinations; report of findings and recommendations; rules; issuance of original operator's or chauffeur's license without vehicle group designation or indorsement; behind-the-wheel road test; waiver; prohibited conduct.**

Sec. 309. (1) Before issuing a license, the secretary of state shall examine each applicant for an operator's or chauffeur's license who at the time of the application is not the holder of a valid, unrevoked operator's or chauffeur's license under a law of this state providing for the licensing of drivers. In all other cases, the secretary of state may waive the examination, except that an examination shall not be waived if it appears from the application, from the apparent physical or mental condition of the applicant, or from any other information which has come to the secretary of state from another source, that the applicant does not possess the physical, mental, or other qualifications necessary to operate a motor vehicle in a manner as not to jeopardize the safety of persons or property; or that the applicant is not entitled to a license under section 303. A licensee who applies for the renewal of his or her license by mail pursuant to section 307 shall certify to his or her physical capability to operate a motor vehicle.

(2) The secretary of state may appoint sheriffs, their deputies, the chiefs of police of cities and villages having organized police departments within this state, their duly authorized representatives, or employees of the secretary of state as examining officers for the purpose of examining applicants for operator's and chauffeur's licenses. An examining officer shall conduct examinations of applicants for operator's and chauffeur's licenses in accordance with this chapter and the rules promulgated by the secretary of state under subsection (3). After conducting an examination an examining officer shall make a written report of his or her findings and recommendations to the secretary of state.

(3) The secretary of state shall promulgate rules pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, for the examination of the applicant's physical and mental qualifications to operate a motor vehicle in a manner as not to jeopardize the safety of persons or property, and shall ascertain whether facts exist that would bar the issuance of a license under section 303. The secretary of state shall also ascertain whether the applicant has sufficient knowledge of the English language to understand highway warnings or direction signs written in that language. The examination shall not include investigation of facts other than those facts directly pertaining to the ability of the applicant to operate a motor vehicle with safety or facts declared to be prerequisite to the issuance of a license under this act.

(4) The secretary of state shall not issue an original operator's or chauffeur's license without a vehicle group designation or indorsement without an examination that includes a driving skills test conducted by the secretary of state or by a designated examining officer under subsection (2) or section 310e. The secretary of state may enter into an agreement with another public or private person or agency to conduct a driving skills test conducted under this section. In an agreement with another person or agency to conduct a driving skills test, the secretary of state may prescribe the method and examination criteria to be followed by the person or agency when

conducting the driving skills test and the form of the certification to be issued to a person who satisfactorily completes a driving skills test. An original vehicle group designation or indorsement shall not be issued by the secretary of state without a knowledge test conducted by the secretary of state. Except as provided in section 312f(1), an original vehicle group designation or passenger indorsement shall not be issued by the secretary of state without a driving skills test conducted by an examiner appointed or authorized by the secretary of state. While in the course of taking a driving skills test conducted by the examiner who shall occupy a seat beside the applicant, an applicant for an original vehicle group designation or passenger indorsement who has been issued a temporary instruction permit to operate a commercial motor vehicle is permitted to operate a vehicle requiring a vehicle group designation or passenger indorsement without a person licensed to operate a commercial motor vehicle occupying a seat beside him or her.

(5) Except as otherwise provided in this act, the secretary of state may waive the requirement of a driving skills test, knowledge test, or road sign test of an applicant for an original operator's or chauffeur's license without a vehicle group designation or indorsement who at the time of the application is the holder of a valid, unrevoked operator's or chauffeur's license issued by another state or country.

(6) A driving skills test conducted under this section shall include a behind-the-wheel road test. A behind-the-wheel road test for an original vehicle group designation or passenger indorsement shall not be conducted unless the applicant has been issued a temporary instruction permit.

(7) A person who corrupts or attempts to corrupt a designated examining officer appointed or designated by the secretary of state under this section or section 310e by giving, offering, or promising any gift or gratuity with the intent to influence the opinion or decision of the examining officer conducting the test is guilty of a felony.

(8) A designated examining officer appointed or designated by the secretary of state who conducts a driving skills test under an agreement entered into under this section or section 310e and who varies from, shortens, or in any other way changes the method or examination criteria prescribed in that agreement in conducting a driving skills test is guilty of a felony.

(9) A person who forges, counterfeits, or alters a satisfactorily completed driving skills test certification issued by a designated examining officer appointed or designated by the secretary of state under this section or section 310e is guilty of a felony.

History: 1949, Act 300, Eff. Sept. 23, 1949;--Am. 1953, Act 215, Eff. Oct. 2, 1953 ;--Am. 1958, Act 123, Eff. Sept. 13, 1958 ;--Am. 1978, Act 139, Eff. May 1, 1979 ;--Am. 1980, Act 290, Imd. Eff. Oct. 15, 1980;--Am. 1982, Act 25, Imd. Eff. Mar. 4, 1982;--Am. 1987, Act 232, Imd. Eff. Dec. 28, 1987;--Am. 1988, Act 346, Eff. Jan. 1, 1990 ;--Am. 1989, Act 280, Imd. Eff. Dec. 26, 1989;--Am. 1996, Act 387, Eff. Mar. 31, 1997 ;--Am. 1996, Act 551, Eff. Apr. 1, 1997 ;--Am. 2000, Act 456, Imd. Eff. Jan. 10, 2001;--Am. 2002, Act 534, Eff. Oct. 1, 2002 .

## **MICHIGAN VEHICLE CODE (EXCERPT)**

### **257.312 Restricted operator's or chauffeur's license; contents; expiration; suspension or revocation; violation as misdemeanor; exceptions.**

Sec. 312.

(1) Upon proper showing of extenuating circumstances and special reasons, or need by an applicant who meets the age qualifications and when accompanied by the fee as provided in this act, the secretary of state may recommend a restricted operator's or chauffeur's license containing conditions and restrictions applicable to the licensee, the type of special mechanical control devices required in a motor vehicle operated by the licensee, and the area, time, or other condition that the secretary of state considers necessary to assure the safe operation of a vehicle by the licensee and under which the licensee may operate a motor vehicle. A license issued to a person who is at least 14 years of age and under 16 years of age shall contain only the conditions determining the hours during which the licensee may drive a motor vehicle and the purpose for which it is to be driven. A license issued to a minor who is at least 14 years of age and under 16 years of age shall be revoked by the secretary of state on the written request of a parent, guardian, or person standing in loco parentis.

(2) An operator's license issued to a person who is at least 14 years of age and under 16 years of age expires on the birthday following issuance of the license or if that birthday is within 6 months after the date of issuance of the license, then 1 year after the date of that birthday.

(3) Upon receiving satisfactory evidence of a violation of the restrictions of the license, the secretary of state may suspend or revoke the license.

(4) A person who violates a restriction imposed in a restricted license issued to that person is guilty of a misdemeanor. This subsection does not apply to a person who is at least 14 years of age and under 16 years of age.

(5) If a motor vehicle is being driven by a person who is at least 14 years of age and under 16 years of age, and that person is accompanied by a parent, guardian, or person standing in loco parentis, the conditions, limitations, and restrictions set forth in this section do not apply.



## **MICHIGAN VEHICLE CODE (EXCERPT)**

### **257.323b Cancellation of minor's license.**

Sec. 323b.

The license of a minor shall be canceled by the secretary of state upon the written request of the custodial parent or parents or legal guardian of the minor. The secretary of state may reduce the graduated driver license level or delay advancement to the next level of a minor upon the written request of the custodial parent or parents or legal guardian of the minor.

**History:** Add. 1965, Act 306, Eff. Mar. 31, 1966 ;--Am. 1972, Act 49, Imd. Eff. Feb. 19, 1972 ;--Am. 2000, Act 456, Imd. Eff. Jan. 10, 2001 .

DEPARTMENT OF STATE

BUREAU OF BRANCH OFFICE SERVICES

VISUAL STANDARDS FOR MOTOR VEHICLE DRIVERS' LICENSES

(By authority conferred on the secretary of state by section 309 of Act No. 300 of the Public Acts of 1949, as amended, being S257.309 of the Michigan Compiled Laws)

R 257.1 Vision examinations.

Rule 1. A driver's license applicant and a licensed driver examined as required under chapter 3 of Act No. 300 of the Public Acts of 1949, as amended, being SS257.301 to 257.327 of the Michigan Compiled Laws, in order to be licensed shall successfully pass a vision test authorized or administered by the department and meet other requirements of law. Whenever required hereunder, he shall submit a statement of examination on a form prescribed by or acceptable to the department which shall contain the name, address, title, and signature of an ophthalmologist or an optometrist, and the full name, address, date of birth, result of the examination, date of examination, and signature of the applicant.

History: 1954 ACS 81, Eff. Nov. 13, 1974; 1979 AC.

R 257.2 Unrestricted drivers' licenses.

Rule 2. An unrestricted driver's license may be issued to an applicant or licensee who has visual acuity of 20/40 and a peripheral field of vision of 140 degrees. Visual acuity less than 20/40 to and including 20/50 and a peripheral field of vision of 140 degrees or less to and including 110 degrees may be accepted if the applicant or licensee submits a statement of examination on a form prescribed by or acceptable to the department signed by an ophthalmologist or optometrist.

History: 1954 ACS 81, Eff. Nov. 13, 1974; 1979 AC.

R 257.3 Restricted drivers' licenses.

Rule 3. (1) A restricted driver's license requiring the driver to wear appropriate corrective lenses while driving may be issued if corrective lenses are necessary to meet any vision requirement.

(2) A restricted driver's license permitting daylight driving only may be issued if an applicant or licensee submits a statement from an ophthalmologist or optometrist stating 1 of the following:

(a) He has visual acuity less than 20/50 to and including 20/70 with no recognizable progressive abnormalities affecting vision.

(b) He has visual acuity less than 20/50 to and including 20/60 with recognizable progressive abnormalities affecting vision.

(3) A restricted driver's license containing additional conditions and requirements may be issued to an applicant or licensee who has a peripheral field of vision of less than 110 degrees to and including 90 degrees. The applicant or licensee shall pass any driving test specified by the department.

(4) A restricted driver's license may contain additional conditions and requirements.

History: 1954 ACS 81, Eff. Nov. 13, 1974; 1979 AC.

R 257.4 Denial or suspension of drivers' licenses.

Rule 4. A driver's license shall be denied or suspended indefinitely if an applicant or licensee has visual acuity less than 20/60 with recognizable progressive abnormalities affecting vision; visual acuity less than 20/70 without recognizable progressive abnormalities affecting vision; visual acuity of 20/100 or less in 1 eye and less than 20/50 in the other; or a peripheral field of vision less than 90 degrees.

History: 1954 ACS 81, Eff. Nov. 13, 1974; 1979 AC.

R 257.5 Additional examinations.

Rule 5. The department may require an additional examination of the applicant or licensee.

History: 1954 ACS 81, Eff. Nov. 13, 1974; 1979 AC.

DEPARTMENT OF STATE  
BUREAU OF BRANCH OFFICE SERVICES  
PHYSICAL AND MENTAL STANDARDS FOR DRIVERS

(By authority conferred on the secretary of state by section 309 of Act No. 300 of the Public Acts of 1949, as amended, being S257.309 of the Michigan Compiled Laws)

R 257.851 Definitions.

Rule 1. (1) As used in these rules:

(a) "Act" means Act No. 300 of the Public Acts of 1949, as amended, being S257.1 et seq. of the Michigan Compiled Laws.

(b) "Applicant" means a person who applies for any of the following:

- (i) An operator's license.
- (ii) A chauffeur's license.
- (iii) A minor's restricted license.
- (iv) Any license indorsement.

(c) "Department" means the department of state.

(d) "Disability" means a reduction in those mental or physical skills which are necessary to safely operate a motor vehicle.

(e) "Episode" means any of the following:

(i) A condition which causes or contributes to any of the following:

- (A) A lapse of consciousness.
- (B) Blackout.
- (C) Seizure.
- (D) Fainting spell.
- (E) Syncope.
- (F) Other impairment of the level of consciousness.

(ii) A condition which causes or contributes to an impairment of an individual's driving judgment or reaction time or affects an individual's ability to safely operate a motor vehicle.

(iii) A condition which causes or contributes to a violent or aggressive action relating to the operation of a motor vehicle.

(f) "Licensee" means a person who has been issued any of the following:

- (i) An operator's license.
- (ii) A chauffeur's license.
- (iii) A minor's restricted license.
- (iv) A temporary instruction permit.
- (v) A validated driver's instruction permit.

(g) "Neuropsychologist" means a psychologist who, by nature of training and experience, has developed expertise in the area of brain-behavior relationships.

(h) "Physician" means an individual who is currently licensed to practice medicine or osteopathic medicine in this or another state as provided by statute.

(i) "Psychiatrist" means a physician who, by nature of training and experience, has developed expertise in the area of psychiatry.

(j) "Psychologist" means an individual who is currently licensed to practice psychology in this or another state as provided by statute.

(k) "Statement of physical or mental history" means a statement from a physician or psychologist, on a form acceptable to the department, which contains information about a person's physical or mental history or condition as this history or condition relates to the person's ability to safely operate a motor vehicle.

(2) Nothing in these rules shall be construed to require medical testing or examination of an individual who objects on the grounds that such testing or examination violates his or her personal religious beliefs. However, such individual will still be required to meet all reasonable requirements to receive or retain a license or indorsement.

(3) A term defined in the act has the same meaning when used in these rules.

History: 1988 MR 5, Eff. June 16, 1988.

#### R 257.852 Health consultants.

Rule 2. (1) The secretary of state may appoint health consultants. Consultants shall serve 2-year terms from the date of original appointment. In selecting health consultants, the secretary of state shall appoint 1 or more person from each of the following categories:

(a) A handicapper knowledgeable in the area of functional limitations which may affect the safe operation of a motor vehicle.

(b) A licensed physical or occupational therapist knowledgeable in the area of functional limitations which may affect the safe operation of a motor vehicle.

(c) A driver evaluator or instructor specializing in driver education of the disabled and adaptive motor vehicle equipment instruction.

(2) When appointing a health consultant, the secretary of state shall select from persons possessing expertise in areas such as the following:

(a) Family practice.

(b) Internal medicine.

(c) Rehabilitation medicine.

(d) Occupational therapy.

(e) Physical therapy.

(f) Cardiology.

(g) Psychiatry.

(h) Psychology.

(i) Neurology.

(j) Neuropsychology.

(k) Ophthalmology.

(l) Optometry.

(m) Addiction counseling.

(n) Endocrinology.

(o) Pharmacology.

(p) Social work.

(q) Vocational rehabilitation counseling.

(r) Other areas related to the diagnosis, treatment, or rehabilitation of disabilities which could affect the safe operation of motor vehicles.

(3) A health consultant may advise the department concerning physical and mental standards related to the licensing of drivers and the safe operation of motor vehicles.

(4) Upon request, 1 or more health consultants shall advise the department concerning an applicant's or licensee's physical and mental ability to safely operate a motor vehicle.

(5) A recommendation from a health consultant shall be advisory only.

(6) Each health consultant shall complete a requested review in a timely fashion and shall submit a response to the department within a reasonable period of time, which shall not exceed 30 calendar days if a person's license has been suspended or revoked.

(7) If a consultant's response concerning a person whose license has been suspended or revoked takes more than 30 calendar days on 3 or more occasions, the health consultant shall be discharged.

History: 1988 MR 5, Eff. June 16, 1988.

R 257.853 Statement of physical or mental history; refusal to process, or denial of, license application pending receipt and review of statement; submission by licensee at or before reexamination; contents; confidentiality.

Rule 3. (1) If the department has reason to believe that an applicant has a physical or mental disability which affects his or her ability to safely operate a motor vehicle, the department shall not process the application until a statement of physical or mental history has been received and reviewed.

(2) The application shall be denied if, upon review, the statement indicates the person cannot safely operate a motor vehicle.

(3) If the department has reason to believe that a licensee has a physical or mental disability which affects his or her ability to safely operate a motor vehicle, the department shall require the licensee to submit a statement of physical or mental history at or before a reexamination of the licensee. A license or indorsement may be restricted, suspended, or revoked if that action is ordered at a reexamination conducted by the department or if the person who completed the statement recommends no driving privileges or otherwise indicates the licensee lacks the physical or mental ability to safely operate a motor vehicle.

(4) The statement of physical or mental history shall include all of the following information with respect to the person completing the examination:

(a) Name, address, title, and signature.

(b) Area or specialty of practice, if any.

(c) The person's professional license number, if any, and telephone number.

(5) The statement of physical or mental history shall include all of the following information pertaining to the applicant or licensee:

(a) The person's full name, address, and date of birth.

(b) The date of the report.

(c) The date of examination.

(6) The statement of physical or mental history shall contain the following information as it pertains to the current ability of the applicant or licensee to safely operate a motor vehicle:

(a) The diagnosis, age of onset, prognosis, and prescribed treatment or plan of therapy.

- (b) Prescribed medications.
  - (c) The person's compliance with and response to treatment, therapy, or medication.
  - (d) Any adverse or other reaction to treatment, therapy, or medication.
  - (e) The results of the examination.
  - (f) The signature of the applicant or licensee on a release or waiver authorizing the use of the information by the department only for the purpose of assisting in evaluating the person's ability to safely operate a motor vehicle.
  - (g) Any other information required by these rules.
- (7) A statement of physical or mental history may include an evaluation of the effect of the condition and treatment, therapy, or medication upon the person's ability to operate a motor vehicle and a recommendation for licensure restrictions or special limitations.
- (8) If the statement is completed by a psychologist or neuropsychologist and the applicant or licensee is taking prescribed medication for the treatment of his or her condition or for any other reason or condition known to the psychologist or neuropsychologist, the statement shall also be signed by the physician who prescribed the medication.
- (9) The department may request the applicant or licensee to provide additional information concerning his or her current ability to safely operate a motor vehicle, including additional medical information when appropriate.
- (10) The department may require, as a condition for or a restriction upon a license, that a licensee submit statements of physical or mental history periodically during the duration of a license or indorsement or upon submission of an application for an operator's or chauffeur's license or indorsement.
- (11) A licensing action taken by the department on the basis of a physical or mental condition or disability will be reassessed by the department upon receipt of new medical evidence and documentation that the condition or disability has changed or abated or no longer exists.
- (12) All records and information received or secured pursuant to these rules shall be kept confidential and shall be used only for the purpose of assisting in evaluating a person's ability to safely operate a motor vehicle.
- (13) Disclosure of the contents of any document or other information received pursuant to these rules by any employee of the department for any reason other than assisting in the evaluation of a person's ability to safely operate a motor vehicle may be grounds for disciplinary action.

History: 1988 MR 5, Eff. June 16, 1988.

**R 257.854 Episodic and other conditions.**

Rule 4. (1) An applicant or licensee who has experienced an episode shall be denied an operator's license or chauffeur's license or any indorsement or shall have his or her license or indorsement indefinitely suspended after reexamination until he or she submits a recent statement of physical or mental history.

(2) For an operator's license or motorcycle indorsement, the statement of physical or mental history shall include either of the following:

(a) Certification that the person's condition is under control by medical or other treatment and that all symptoms or conditions which would affect the safe operation of a motor vehicle have been corrected, cured, or controlled or have abated for not less than 6 months.

(b) Certification that the person has not had an episode within the previous 6 months.

(3) For a chauffeur's license or indorsement to operate a truck or bus, the statement of physical or mental history shall include either of the following:

(a) Certification that the person's condition is under control by medical or other treatment and that all symptoms or conditions which would affect the safe operation of a motor vehicle have been corrected, cured, or controlled or have abated for not less than 12 months.

(b) Certification that the person has not had an episode within the previous 12 months.

(4) The 6-month or 12-month period may be reduced or eliminated based upon a departmental review of the specific recommendation of a qualified physician or any other information which may come to the department, including evidence that the episode resulted from medical intervention or medically supervised experimentation with prescribed medication, as well as the evaluation of other evidence. The department may issue a limited or restricted license or indorsement.

History: 1988 MR 5, Eff. June 16, 1988.

#### R 257.855 License restrictions.

Rule 5. (1) The department may require an applicant or licensee who wishes to receive or retain an unrestricted license to demonstrate his or her ability to safely operate a vehicle.

(2) Notwithstanding any other provision of these rules, when an operator's or chauffeur's license or any indorsement is issued, restored, or retained, the license or indorsement may include reasonable restrictions which are necessary for the safe operation of the type of vehicle the person is authorized to operate.

History: 1988 MR 5, Eff. June 16, 1988.

#### R 257.856 Right to appeal.

Rule 6. A person who is aggrieved by a final decision of the department involving the application of these rules may appeal as provided in the act.

History: 1988 MR 5, Eff. June 16, 1988.

#### R 257.857 Written notice.

Rule 7. A person who is affected by an action under these rules shall be given written notice of that action by first-class mail. Notice shall be sent to the person at his or her mailing address currently on file with the department or shall be personally served.

History: 1988 MR 5, Eff. June 16, 1988.



<b><u>DRIVER EDUCATION PROVIDERS</u></b>	<b><u>PAGE</u></b>
1. Driver Education Provider Applications	1
a. Original	
b. Renewal	
2. Fingerprint Based Michigan and FBI Criminal Histories	2
a. Requests for Updated Criminal Histories	
3. Surety Bonds	3
a. Bond Cancellation or Termination	
4. Criminal History	4-7
5. Established Office Location	8
a. Moving the Established Office Location	
6. Classroom Locations	9
a. Student Capacity	
7. Training Vehicles	10-11
a. Training Vehicle List	
b. Training Vehicle Safety Standards	
c. Vehicle Safety Inspections	
d. Sign Specifications for Passenger Vehicles	
e. Number of Students in Training Vehicle	
f. Sign Specifications for Truck Driver Training Vehicles	
8. Driver Education Employment Form	12

## **DRIVER EDUCATION PROVIDER APPLICATIONS**

Applications are mailed to driver education providers in advance of the expiration of the current certification. Certification applications will be mailed to all existing providers in February 2007. The type of application packet mailed is based on the type of certification being requested (i.e., Teen and/or Adult, or Truck Driver Training).

Certifications expire exactly two years from the date of issuance. Existing providers may provide driver education if a completed certification application is received by June 1, 2007. **Lifetime approval no longer meets the requirements of the law.**

Applications must be submitted with the appropriate nonrefundable application fee (\$225 for teen and/or adult driver training providers, and \$360 for truck driver training providers). Please give special attention to the Driver Education Original Provider Application Checklist (see appendix). Checks or money orders must be made out to the State of Michigan. **Educational institutions and governmental agencies are exempt from these certification fees.**

Teen driver training providers who submit certification applications indicating a request to use a range must also submit a range application and supporting documentation with the appropriate approval fees (original request - \$125; renewal request - \$75). Checks or money orders must be made out to the State of Michigan. **Educational institutions and governmental agencies ARE NOT exempt from range original and renewal fees.**

For more information on using a range see Section 7, page 7-8.

**FINGERPRINT BASED MICHIGAN AND FBI CRIMINAL HISTORIES - PROVIDER**

Recognized individuals of a driver education program who are directly involved with the administration of a program (owner, coordinator, designated representative) are required to submit a criminal history check. All driver education providers are required by law to provide State (Michigan) and FBI criminal records (fingerprint based) to the Secretary of State. The Michigan State Police has contracted with a private vendor, Identix Identification Services (IIS), to provide an electronic fingerprinting service. To obtain fingerprint based criminal records, the following steps must be completed:

1. Applicants must send a request for a criminal history check to the Michigan State Police with the required fees. The Livescan request form can be obtained by contacting the Secretary of State at (517) 241-6850, on the Web at [www.Michigan.gov/sos](http://www.Michigan.gov/sos), or sending an e-mail to [DriverEd@Michigan.gov](mailto:DriverEd@Michigan.gov).
2. Contact Identix at 1-866-226-2952 or on the Web at [www.mi.iisfingerprint.com/](http://www.mi.iisfingerprint.com/) to schedule an appointment for the electronic fingerprinting.
3. The Michigan State Police will conduct a criminal history check within 45 days after receiving a proper request and required fees. After conducting the criminal history check and within the same 45 days, the Michigan State Police will provide a report of any information found to the Secretary of State.
4. Except as otherwise provided, the Secretary of State shall not approve an original or renewal driver education provider certificate before receiving and reviewing the applicable criminal history checks from the Michigan State Police and the Federal Bureau of Investigation.
5. The Secretary of State shall use the criminal history report only for evaluating an applicant's qualifications to receive a driver education provider certificate.

The Secretary of State is prohibited from issuing a certificate to a driver education applicant who has a prior felony or misdemeanor conviction for criminal sexual conduct or a felony conviction for a crime in which an element of the crime was the use or threat of use of physical force.

**Requests for Updated Criminal History Records**

Providers are required to submit Michigan State Police and FBI criminal history records (fingerprint based) with the original provider certification application and every other renewal (four years) in order to be certified.

Submitting "fingerprints" does not satisfy the criminal history record requirement. The requirement is not satisfied until the actual State and FBI criminal history records are received and reviewed by the Secretary of State staff.

**SURETY BONDS**

An application for an original driver education provider certificate must include a properly executed surety bond or renewal certificate with the application. If a renewal certificate is used, the bond is considered renewed for each succeeding year in the same amount and with the same effect as an original bond. The bond or certificate shall be maintained continuously without interruption to protect the contractual rights of students.

When applying for your surety bond, please submit the Driver Education Provider Surety Bond Form (DES-019), and indicate the appropriate principal sum as listed below:

1. 999 or fewer students – Adult/Teen - \$20,000
2. 1,000 or more students – Adult/Teen - \$40,000
3. Truck Driver Education Provider - \$50,000

**Bond Cancellation or Termination**

1. The surety may cancel the bond by giving 30 days written or electronic notice to the Secretary of State. Upon cancellation of the bond, the provider's certificate shall automatically be cancelled.
2. The surety is not liable for a breach of condition occurring after the effective date of the cancellation.
3. Separate bonds for each driver education certification (teen/adult or truck driver training) must be furnished to the Secretary of State.
4. Providers who change or terminate a surety bond before the expiration date and/or have proof of a new bond must immediately furnish the Secretary of State with a written or electronic notice.
5. If a provider increases the number of students served to over 999, then the provider is responsible for submitting a new surety bond with the increased principal sum.

**Surety bonds are not required for educational institutions and governmental agencies.**

**CRIMINAL HISTORY (PROVIDERS AND INSTRUCTORS)****Section 59** (PA 384 of 2006)

1. The Secretary of State shall automatically deny an original or renewal application for a driver education provider or instructor certificate, and shall automatically revoke a provider or instructor certificate without the necessity for notice and an opportunity for a hearing, if a criminal history check indicates a conviction of a violation or attempted violation of any of the following:
  - a. Criminal sexual conduct, assault with intent to commit criminal sexual conduct, or an attempt to commit criminal sexual conduct, in any degree under MCL 750.520b to 750.520g.
  - b. A felony involving a criminal assault or battery on an individual.
  - c. A crime involving felonious assault on a child, child abuse in the first degree, cruelty, torture, or indecent exposure involving a child.
  - d. A felony involving the manufacture, distribution, or dispensing of a controlled substance or possession with intent to manufacture, distribute, or dispense a controlled substance.
  - e. A felony conviction involving fraud as an element of the crime.
2. A denial or revocation shall continue for not less than 10 years from the date of the conviction.

**DRIVING RECORD****Section 61**

1. The Secretary of State shall automatically deny a driver education provider or instructor application or revoke a provider's or instructor's certificate without notice and an opportunity for a hearing, for a conviction for a violation or attempted violation for which 4 or more points are assessed under MCL 257.320a.

The denial or revocation shall remain in effect until the individual completes 5 consecutive years without another 4 or more point conviction under MCL 257.320a.

2. The Secretary of State shall automatically deny a driver education provider or instructor application or revoke a provider's or instructor's certificate without notice and an opportunity for a hearing, until the individual does not have within the prior 2 years, 1 or more of the following:
  - a. Any combination of three or more driver license denials, suspensions, or revocations for failure to appear in court of a failure to comply with a court judgment under MCL 257.321a.

- b. Conviction or finding of responsibility for a traffic violation in connection with 2 or more motor vehicle accidents.
- c. An accumulation of 6 or more points under MCL 257.320a.
- d. Transportation or possession of open alcohol container in vehicle.
- e. Person less than 21 years of age with any bodily alcohol content.
- f. Careless or negligent driving resulting in civil infraction.

### **Section 63**

1. The Secretary of State shall automatically suspend or revoke a driver education instructor's certificate without notice and an opportunity for a hearing if the instructor's driver license is denied, suspended, revoked, or canceled by this state or another state. A driver education instructor whose driver license is denied, suspended, revoked, or canceled by this state or another state shall immediately return his or her instructor's certificate to the Secretary of State.
2. The Secretary of State may reinstate a driver education instructor's certificate suspended under this section if the instructor's driver license denial, suspension, revocation, or cancellation terminates before the instructor's certificate expires and the instructor submits a written request to the Secretary of State, as prescribed by the Secretary of State, for that reinstatement.
3. The Secretary of State shall not reinstate a driver education instructor certificate that is revoked under this section. A driver education instructor whose certificate is revoked may apply to the Secretary of State for an original driver education instructor certificate.

### **DECEPTIVE OR UNCONSCIONABLE METHODS, ACTS, OR PRACTICES**

#### **Section 67**

A driver education provider or instructor shall not engage in a deceptive or unconscionable method, act, or practice. The following are deceptive or unconscionable methods, acts, or practices:

- a. Using, adopting, or conducting business under a name that is the same as, like, or deceptively similar to, the name of another driver education provider.
- b. Except as otherwise provided in this subsection, using the word "state," "government," municipal," "city," or "county" as part of the name of the driver education provider. This provision does not apply to an educational institution or a governmental agency.
- c. Advertising, representing, or implying that a driver education provider is supervised, recommended, or endorsed by, or affiliated or associated with, or employed by, or an agent or representative of this state, the Secretary of State, or a bureau of the Secretary of State.

- d. Advertising or publicizing under a name other than the provider's full business name as identified on the provider's application for a driver education provider certificate.
- e. Advertising that the provider is open for business before the Secretary of State issues a driver education provider certificate to the provider.
- f. Soliciting business on the premises of any facility rented, leased, owned, or used by the Secretary of State.
- g. Misrepresenting the quantity or quality of the instruction provided or the requirements for a driver license, endorsement, minor restricted or temporary permit, or driver education certificate.
- h. Failing to promptly restore any deposit, down payment, or other payment that a person is entitled to after an agreement is rescinded, canceled, or otherwise terminated as required under the agreement or applicable law.
- i. Taking advantage of a student's or potential student's inability to reasonably protect his or her interest because of a disability, illiteracy, or inability to understand the language of an agreement, if the driver education provider knows or reasonably should have known of the student's or potential student's inability.
- j. Failing to honor a term of a student's, parent's, or legal guardian's agreement.
- k. Falsifying a document, agreement, record, report, or certificate required under this act or a rule promulgated under this act.
- l. Causing or allowing a student, parent, or legal guardian to sign a document in blank.

## **SANCTIONS**

### **Section 69**

- 1. Except as otherwise provided in this act, the Secretary of State may impose 1 or more of the sanctions in subsection (2) after notice and opportunity for a hearing if the Secretary of State determines that a person, a driver education provider, a driver education instructor, or an applicant for either a provider or instructor certificate did 1 or more of the following:
  - a. Failed to meet a requirement under this act or a rule promulgated under this act.
  - b. Violated this act or a rule promulgated under this act.
  - c. Made an untrue or misleading statement of a material fact to the Secretary of State or concealed a material fact in connection with an application for a provider or instructor certificate.
  - d. Permitted fraud or engaged in a fraudulent method, act, or practice in connection with a driver license or temporary driving permit application submitted to the Secretary of State, or induced or countenanced fraud or a fraudulent method, act, or practice on the part of an applicant for a driver license or permit.
  - e. Engaged in an unfair or deceptive method, act, or practice or made an untrue statement of a material fact.
  - f. Violated a condition of probation or suspension or an order issued under this act.
  - g. Failed to maintain good moral character as defined and determined under 1974 PA 381, MCL 338.41 to 338.47, in connection with business operations.

2. After the Secretary of State determines that a person, a driver education provider, a driver education instructor, or an applicant for a provider or instructor certificate committed a violation listed in subsection (1), the Secretary of State may impose upon the person, provider, instructor, or applicant 1 or more of the following sanctions:
  - a. Denial of an application for a driver education provider certificate or a driver education instructor certificate.
  - b. Suspension or revocation of a driver education provider certificate or a driver education instructor certificate.
  - c. An administrative fine paid to the Secretary of State in an amount not to exceed \$1,000 for each violation.
  - d. A requirement to take the affirmative action determined necessary by the Secretary of State, including payment of restitution to a student or to an injured person.
3. A sanction may be imposed under subsection (2) in addition to criminal penalties otherwise imposed for the same violation under this act or by law. The remedies and sanctions under this act are independent and cumulative.



## ESTABLISHED OFFICE LOCATION

The driver education provider must maintain an established office location. The established office location means a building that meets all of the following requirements:

1. Is of a permanent nature where the provider's communications and notices are received.
2. Is heated, lighted, and ventilated and contains appropriate space to properly store and preserve the information, records, or other documents required to be maintained under this act.
3. Complies with applicable zoning and municipal requirements.

If an owner's residence is used as the established office location, a letter is required from the local zoning authority, on official letterhead, stating the operation of a driver education program from the owner's residence is not in conflict with zoning laws. The letter must also address the sign requirement.

**Also, please note that pursuant to the Driver Education Provider and Instructor Act (PA 384 of 2006), "A classroom facility may not be located in a person's residence or a structure attached or adjacent to the person's residence unless the classroom facility was used and approved by the Secretary of State in writing before the effective date of this act." Therefore, no new classroom locations will be approved for residential locations.**

### Signs

The established office location, whether located in a commercial area or a residence, is required to have a permanent **sign** posted at the main entrance to the building. Signs must contain the provider's name and business office hours, and must be easily seen by anyone approaching the office. Signs should be of a permanent material (i.e., wood, laminate product, plastic, etc.), be firmly anchored to the building, and **be at least 8 x 10 inches** in size. Signs that are made on paper or cardboard and that are propped, tacked, or taped to the inside of a window near an exterior door or on the door itself do not meet the above criteria and will not be approved. **Educational institutions and governmental agencies are exempt from the above requirement.**

### Moving the Established Office Location

A driver education provider must notify the Driver Education Section in writing of any change in the provider's established office address. If the established office location is in a residence and the new location will also be a residence, an updated letter of approval is needed from the local zoning authority on official letterhead, stating the operation of a driver education program in the owner's residence is not in conflict with zoning laws. The letter must include the new address and a statement that the sign requirement will not violate zoning laws.

## CLASSROOM LOCATION

A fee does not have to be paid for additional classroom locations if the site is used for the sole purpose of conducting classroom instruction. Records cannot be maintained at the classroom location. In addition, staff cannot be assigned to the location, except for the purpose of conducting classroom instruction.

If new classroom locations are added throughout the year, or if you cease using a previously approved location, you must notify the Driver Education Section in writing of the change.

New classroom locations must be approved before the site can be used for classes. Please complete and submit the *Classroom Approval/Fire Marshal Verification* form (DES-024) to the Secretary of State for review and approval. (See Appendix)

**Pursuant to the Driver Education Provider and Instructor Act of 2006 PA 384, Sec. 9(9), “A classroom facility may not be located in a person’s residence or a structure attached or adjacent to the person’s residence unless the classroom facility was used and approved by the Secretary of State in writing before the effective date of this act.” (See “Main Office.”)**

### Student Capacity

1. Except as otherwise provided below, segment 1 or segment 2 classrooms shall not contain more than 36 students when classroom instruction is given.
2. A segment 2 class size may exceed 36 students with the prior approval of the Secretary of State. The Secretary of State may approve a segment 2 class size to exceed 36 students for up to 60 minutes per day when justified by a special presentation.
3. The number of students in a class shall not exceed the number of students allowed by the fire marshal.

## TRAINING VEHICLE

### Training Vehicle List

Driver education providers must report all vehicles that are used to provide students with behind-the-wheel instruction on the *Training Vehicle List* form (DES-018).

Throughout the year, if new vehicles are purchased or sold, or are no longer being used as training vehicles, the Training Vehicle List must be updated. Submit updated forms to the Secretary of State. Be sure to include the model year, make, license plate number, and owner's name for each vehicle.

### Training Vehicle Safety Standards

The Driver Education Provider and Instructor Act (PA 384 of 2006) requires that a motor vehicle used by a driver education provider shall:

- a) Comply with the motor vehicle safety standards required under both federal law and the laws of this state when used as a driver education vehicle.
- b) Display an identity, in a size and design prescribed by the Secretary of State, that the vehicle is used in a driver education course (see Sign Specifications for Passenger Vehicles).
- c) Display a driver education provider's identity, in a size and design prescribed by the Secretary of State, that uses the vehicle in a driver education course (see Sign Specifications for Passenger Vehicles).

A driver education provider shall not allow a driver education instructor to use a motor vehicle in a driver education course with more occupants than the number of safety belts installed in the vehicle. Not more than **one** student shall occupy the front seat of the vehicle with the instructor.

A passenger motor vehicle used by a driver education provider in a driver education course shall be a dual-controlled vehicle, defined as a motor vehicle that is equipped with a duplicate brake or, if applicable, a duplicate brake and clutch pedal that is positioned on the right front floorboard of the vehicle.

### Vehicle Safety Inspections

Vehicle safety checks may be completed on driver training vehicles as part of a program review (whether before certification or as a regular review). All vehicles are checked to ensure that they are equipped with a duplicate brake that is properly working and installed on the right front floorboard. Vehicles are also checked to make sure proper signs are used.

### Sign Specifications for Passenger Vehicles

All driver training vehicles used to provide behind-the-wheel instruction to teens and adults must have a sign on the vehicle that is clearly visible to the passing public, identifies the name of the driver education provider, and identifies that the vehicle is being used for driving instruction. Sign specifications are as follows:

1. Identification signs may be a car-top design or may be placed on both the driver and passenger doors and the rear of the vehicle. The car-top sign or the signs placed on both the driver and passenger doors may contain both the school's name and the words "Student Driver." The sign on the rear of the vehicle need only contain the words "Student Driver."
2. The words "**STUDENT DRIVER**" must be printed using block style letters and be black in color, on a school bus yellow background. The letters must be a minimum height of 3 inches.
3. The name of the school must be identified using block style letters and be a minimum height of 1 1/2 inches.

A driver education provider using signs on a training vehicle that contain just the words "Student Driver," with no other sign containing the school's name, is in violation of the Act.

### Number of Students in Training Vehicle

State law mandates that a provider, offering teen driver education for a student or customer who is less than 18 years of age, must sign a written agreement with the student or customer or the student's or customer's parent or legal guardian. The agreement shall provide that the driver education provider shall have not less than **two** students in the driver education vehicle during behind-the-wheel instruction.

A student's or customer's parent or legal guardian may waive this requirement only in writing, thus allowing individualized instruction. The provider must develop a "parent waiver" for use in their program. If the waiver is incorporated into the provider's segment 1 student contract, parents (or legal guardians) must sign both the waiver and the student contract. If a separate form is used, the waiver must be included in the student's file and be maintained for a minimum of four years.

### Sign Specifications for Truck Driver Training Vehicles

Truck driver training vehicles should have signs on both cab doors (driver and passenger) as well as on the back of the trailer containing the school's name and the words "Student Driver."

<b>EMPLOYMENT OF INSTRUCTORS</b>
----------------------------------

A driver education provider shall verify that a driver education instructor possesses a valid driver education instructor certificate issued under PA 384 of 2006, before employing, hiring, contracting, or otherwise engaging the person as an instructor for a driver education course. The provider must verify an instructor's eligibility by examining the instructor certificate to ensure it is current. In addition to reviewing the instructor's certificate, the provider should visit the driver education Web site which will contain a listing of currently certified driver education instructors. The provider must also retain a copy of the instructor certificate in its file.

When a new employee is hired, or when an employee no longer works for the organization, the provider must notify the Secretary of State by mailing the Driver Education Instructor Employment Form (DES-022) to the address on the form. (See Appendix at the end of this section)

**APPENDIX**

1. Classroom Approval/Fire Marshal Verification Form (DES-024)
2. Driver Education Instructor Employment Form (DES-022)
3. Driver Education Provider Liability Insurance Form (DES-017)
4. Graduated Driver Licensing System Timeline
5. Livescan Fingerprint Request (DES-025)
6. Original Driver Education Provider Application (DES-014)
7. Original Provider Checklist
8. Surety Bond Form (DES-019)
9. Training Vehicle List (DES-018)

Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

## Classroom Approval/Fire Marshal Verification

Driver Education Provider \_\_\_\_\_

Certification Number \_\_\_\_\_

School Owner or Coordinator \_\_\_\_\_

Telephone \_\_\_\_\_

### PART A

The Classroom Approval/Fire Marshal Verification form must be completed for each classroom location.

If the classroom site is located in a recognized educational institution (i.e., public, private, or parochial school), complete Part A.

"This shall serve notice to the Department of State that _____ (educational institution)	
has entered into an agreement with the above named driver education provider, to make a room available in _____ (building name)	
_____, located at _____ (address)	
for the purpose of conducting a driver education course. The room meets state and local building code and public occupancy requirements.	
_____ Authorized Educational Institution Official (Print)	_____ Telephone Number
_____ Signature	_____ Date

### PART B

The Classroom Approval/Fire Marshal Verification form must be completed for each classroom location.

If the classroom site is located in a non-educational institution (i.e., private business address, church building, etc.), complete Part B.

" _____ of the _____ has inspected the potential driver (Inspector's name) (fire department)		
education classroom, located at _____ (address, including room number)		
for the above named driver education provider. The classroom meets state and local building code and public occupancy requirements, and is		
approved for classes of not more than _____ students." (number of students)		
_____ Inspector's Signature	_____ Telephone Number	_____ Date

**Note:** When classroom instruction is given, class size shall not exceed 36 students or the number of students allowed by the fire marshal, whichever is less.

Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

## Driver Education Instructor Employment Form

Provider Name \_\_\_\_\_ Provider Certification Number \_\_\_\_\_

The certified instructors named below are currently employed at my organization.

Full Name of Instructor (as typed on certificate)	Certification Number	Date of Employment

The certified instructors named below no longer work for my organization.

Full Name of Instructor (as typed on certificate)	Certification Number	Date of Termination

\_\_\_\_\_  
Signature of Driver Education Provider

\_\_\_\_\_  
Date



Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

## Driver Education Provider Liability Insurance Certificate

**INSTRUCTIONS FOR APPLICANT:** Provide this form to your insurance agent who must complete it and mail it to the above address. The coverage described is for all training vehicles used by the driver education provider. Do not complete a separate form for each vehicle. Coverage must conform with the provisions of the Driver Education Provider and Instructor Act (2006 PA 384) described below:

Sec. 9 (10) A driver education provider shall maintain bodily injury and property damage liability insurance on a motor vehicle used in driver education course instruction. The insurance shall insure the liability of the driver education provider, the driver education instructors, and a person taking instruction in the amount of \$100,000.00 for bodily injury to or the death of 1 person in 1 accident, and, subject to the limit for 1 person; 300,000.00 for bodily injury to or the death of 2 or more persons in 1 accident; and \$50,000.00 for damage to the property of others in 1 accident. The insurer shall not cancel the insurance before its expiration date unless it gives the secretary of state written or electronic notice as prescribed by the secretary of state of the insurer's intent to cancel the insurance at least 30 days before the cancellation.

---

Name of Driver Education Provider \_\_\_\_\_

Provider's Address (Street, City, State, Zip) \_\_\_\_\_

Name and Address of Insurance Company \_\_\_\_\_

Name of Insurance Carrier or Agent \_\_\_\_\_

*If amount of liability coverage is over the stated minimum, please show:*

Bodily Injury or Death – 1 Person (\$100,000.00 Minimum) \_\_\_\_\_

Bodily Injury or Death – 2 or More Persons (\$300,000.00 Minimum) \_\_\_\_\_

Property Damage (\$50,000.00 Minimum) \_\_\_\_\_

Beginning Date of Coverage \_\_\_\_\_

Ending Date of Coverage \_\_\_\_\_

I agree to provide the Department of State with 30-day written notification should the insured or the insurance company wish to cancel the above insurance coverage.

\_\_\_\_\_  
Signature of Authorized Insurance Representative

\_\_\_\_\_  
Date

## MICHIGAN'S GRADUATED LICENSING SYSTEM

<b>DRIVER EDUCATION SEGMENT 1</b>	<b>LEVEL 1 LICENSE</b>	<b>PREPARATION FOR DRIVER EDUCATION SEGMENT 2</b>	<b>DRIVER EDUCATION SEGMENT 2</b>	<b>PREPARATION FOR ROAD TEST</b>	<b>ROAD TEST</b>	<b>LEVEL 2 LICENSE</b>	<b>LEVEL 3 LICENSE</b>
Minimum age of 14 years and 8 months  Vision/health screening prior to behind the wheel experience  24 hours of classroom  6 hours behind the wheel  4 hours of behind the wheel observation time  Written exam	No \$ fee  14 years and 9 months  Vision exam  Health standards  Written approval of parents  May drive only with parent or designated licensed adult age 21 or older	30 hours of the required 50 hours of behind the wheel practice driving with parent, including 2 of the required 10 hours night driving  Held a valid level 1 license for not less than 3 consecutive months.	6 hours of classroom  Written exam required (after 09/01/07)	Complete what remains of the required 50 hours behind the wheel; including what remains of the 10 hours required night driving  Review study guides	\$ Fee will vary  Minimum of 6 months at Level 1  Vehicle inspection  Off-roadway test  On-roadway test	\$ Fee  16 years of age  90 days crash/violation free prior to application for Level 2 license  May drive without supervision except from midnight to 5 a.m. Driving is permitted from midnight to 5 a.m. only if driving to or from employment or with a parent or designated adult age 21 or older	No \$ fee  17 years of age  Minimum of 6 months at Level 2  12 consecutive months of violation/crash free driving at Level 1/Level 2 prior to application for Level 3 license  Full driving privileges with no restrictions
Minimum 3 week class	Minimum of 6 months					Minimum of 6 months	

Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

## Live Scan Fingerprint Request

### Instructions for Applicant:

1. Complete APPLICANT INFORMATION below.
2. Contact Identix to schedule an appointment to be fingerprinted.
  - a. Telephone 1-866-226-2952, or
  - b. Visit website at [www.Identix.com](http://www.Identix.com)
3. Attend appointment and pay \$70 fee payable to IIS.
4. Must provide a picture ID to be fingerprinted.

Criminal history report will be forwarded to the Department of State by the Michigan State Police within 45 days.

## APPLICANT INFORMATION

Applicant Name:	Last	First	Middle
Date of Birth	Race	Sex	
Street Address			
City	State	Zip	PhoneNumber (     )
Check One:	<input type="checkbox"/> Owner, designated representative/coordinator, authorized official, etc. <input type="checkbox"/> Instructor		

Date  
Fingerprinted: \_\_\_\_\_

Type of Picture  
ID Presented: \_\_\_\_\_

## REQUESTING AGENCY INFORMATION

Agency ID: 3720E  
(RQID)

Agency Name: Bureau of Regulatory Services

Reason Fingerprinted: Department of State, Driver Education Certification (MCL 256.649)

Disclaimer: Any and all fingerprints processed with incorrect fingerprint codes/reasons, etc., are the applicant's responsibility. Michigan State Police will charge for second requests due to an incorrect fingerprint reason.

Approved by:

Date:

DEPARTMENT USE ONLY

**8. PERSONAL HISTORY: REPRESENTATIVE / COORDINATOR, OWNER, PARTNER, OFFICER, DIRECTOR**

- a. Have any of the individuals listed in Items 6 and 7 been refused the issuance of a provider or instructor certificate (license), or had a provider or instructor certificate (license) revoked or suspended in Michigan or any other state?  
☐ Yes    ☐ No    If **YES**, give the name(s) of the individual(s) involved and complete details on a separate sheet.
- 
- b. Have any of the individuals listed in Items 6 and 7 ever been arrested or convicted of a crime?  
☐ Yes    ☐ No    If **YES**, give the name(s) of the individual(s) involved and complete details on a separate sheet. Include the arresting police agency, court of jurisdiction, conviction (if applicable), date of conviction, and case number (if known).
- 
- c. For individuals listed in Items 6 and 7, provide names, addresses, and telephone numbers of employers for the **past two years**. Include the job title and dates of employment for each individual. If self-employed, list name and address of each business and type of business. If unemployed, list individual's name, write UNEMPLOYED in the Employer Name, and list the dates of unemployment. Use a separate sheet, if necessary.

<b>Full Name</b>	<b>Employer Name</b>	
Employer Address		Employer Phone (      )
Job Title	Dates Employed From:                                  To:	
<b>Full Name</b>	<b>Employer Name</b>	
Employer Address		Employer Phone (      )
Job Title	Dates Employed From:                                  To:	
<b>Full Name</b>	<b>Employer Name</b>	
Employer Address		Employer Phone (      )
Job Title	Dates Employed From:                                  To:	

**9. SIGNATURES AND CERTIFICATIONS** (each individual listed in Items 6 and 7 must sign below)

**Educational Institutions:** Superintendent or administrator must sign. **Governmental Agencies:** Authorized official must sign.

Any misleading, incomplete, or false statement may be grounds for denial of this application, or suspension or revocation of the certificate issued.

- I/we hereby grant the licensing authority in any state or jurisdiction listed in this application authority to release information concerning any previous certificate (license) applications, certificate (license) history, and disciplinary actions or sanctions to the Department of State.
- I/we hereby grant any employers named in this application authority to release information concerning my/our employment history to the Department of State.
- I/we hereby certify that the business named in this application maintains, and will maintain records as required by law once a certificate is issued.
- I/we stipulate and agree that any legal process affecting this business served on the Department of State shall have the same effect as if personally served on me/us. I/we agree that this appointment shall remain in force as long as I/we have any outstanding liability within this state by the authority of 2006 PA 384.
- I/we hereby certify that the persons named in this application are not acting as the alter ego, in the place of, or on behalf of, any other person or persons in seeking this certificate.
- I/we hereby affirm that the established office location meets all applicable zoning and municipality requirements.
- I/we hereby certify that individuals listed in Items 6 and 7 do not have a pending criminal matter or an outstanding arrest, warrant, or conviction since submitting a request for a criminal history check.
- I/we authorize the Department of State to receive and review the criminal history of the individuals listed in Items 6 and 7 obtained from the Michigan State Police and the FBI.
- I/we, the applicants named herein, hereby certify that the statements contained in this application are true to the best of my/our knowledge and belief.

Printed Name	Signature	Title	Date
Printed Name	Signature	Title	Date
Printed Name	Signature	Title	Date

## DRIVER EDUCATION ORIGINAL PROVIDER APPLICATION CHECKLIST

	<b>Automobile (Adult and Teen)</b>	<b>Truck</b>	<b>Educational Institution or Governmental Agency (Adult / Teen / Truck)</b>
Original Application for Driver Education Provider Certificate	Required	Required	Required
Fee (make payable to State of Michigan)	\$225	\$360	Fee-exempt
Assumed name filing / partnership agreement / Articles of Organization or Incorporation	Required	Required	N/A
Criminal History Check for each designated representative/coordinator, owner, partner, officer, and director	Required	Required	Required
Fire Marshal approval for each classroom location	Required	Required	Required ①
Liability Insurance Certificate	Required ②	Required ②	Required ②
Photo of Sign (attached to building)	Required	Required	N/A
Surety Bond	Required ③	Required ④	N/A
Training Vehicle List	Required	Required	Required
Teen providers only: multiple vehicle driving facility (range) application and supplemental documents, if behind-the-wheel range instruction is provided	Teen, if applicable	N/A	Teen, if applicable

① Fire Marshal approval is not required for a classroom in an educational institution. Instead, the superintendent or administrator of the educational institution must verify that the classroom meets code by signing Section A of the Classroom Approval / Fire Marshal Verification form.

② A driver education provider shall maintain bodily injury and property damage liability insurance on a motor vehicle used in driver education course instruction. The insurance shall insure the liability of the driver education provider, the driver education instructors, and a person taking instruction in the amount of \$100,000 for bodily injury (1 person; 1 accident), \$300,000 for bodily injury (2 or more persons; 1 accident), and \$50,000 for damage to the property of others (1 accident).

③ Adult or teen driver education providers with 999 or fewer students in a calendar year shall provide a bond in the principal sum of \$20,000.

Adult or teen driver education providers with 1000 or more students in a calendar year shall provide a bond in the principal sum of \$40,000.

④ Truck driver education providers shall provide a bond in the principal sum of \$50,000.

**SEE BACK FOR ADDITIONAL DOCUMENTATION TO BE SUBMITTED WITH APPLICATION MATERIALS.**

## ADDITIONAL DOCUMENTATION CHECKLIST

	Adult Instruction	Teen Instruction	Truck Driver Training
Student Contract	Required	Required ① separate segment 1 and segment 2	Required
Classroom Instruction Outline	N/A	Required	N/A
Performance Objectives Checklist	N/A	Required	N/A
BTW Instruction Outline	N/A	Required	N/A
Classroom Record Keeping Forms	Required ② (if provided)	Required ②	Required ②
BTW Record Keeping Form	Required	Required	Required
Student Registration Form	N/A	Required	N/A

① Not required of educational institutions that do not charge tuition.

② Includes: Attendance and progress (i.e., tests, quizzes, homework grades).

Additional instructions for submitting a provider application, along with the documents on the front of this checklist and the sample forms listed on this page, are available in the following ways:

1. Send an e-mail request to **DriverEd@Michigan.gov**.
2. Visit the Secretary of State Web site at **www.Michigan.gov/sos**, click on the left tool bar heading entitled "Driver License and State ID," then on "Driver Education."
3. Request a copy by calling (517) 241-6850.
4. Send a request by mail to: Michigan Department of State, Licensing Unit, Lansing, MI 48918.

## DRIVER EDUCATION PROVIDER SURETY BOND

### Check the appropriate bond amount.

\_\_\_\_\_ Teen/Adult Driver Education Provider with:  
\_\_\_\_\_ 999 or fewer students (calendar year) - \$20,000  
\_\_\_\_\_ 1000 or more students (calendar year) - \$40,000  
  
\_\_\_\_\_ Truck Driver Education Provider - \$50,000

**KNOW ALL PERSONS BY THESE PRESENTS, that**

**BOND NUMBER** \_\_\_\_\_

as principal, whose place(s) of business is/are located at the address(es) set forth above, and \_\_\_\_\_ as surety are held and firmly bound unto the protection of contractual rights of students in the conduct of giving instruction for hire in the driving of motor vehicles by the named principal in the total penal sum of \_\_\_\_\_, lawful money of the United States of America, for which sum well and truly to be paid, said principal and surety bind themselves, their heirs, executors, administrators, and assigns, jointly and severally, and each of them.

**WHEREAS**, the above named principal is applying to the Department of State of Michigan to be certified as a driver education provider under Section 9 of Act 384 of the Public Acts of 2006.

**AND WHEREAS**, the above named principal is required by Section 9 of Act 384 of the Public Acts of 2006, to submit a properly executed surety bond, conditioned as set forth below, with said application for a driver education provider certificate.

**AND WHEREAS**, the above named surety is a company authorized to do business in this state.

**AND WHEREAS**, the surety shall notify the Department of State of Michigan of any payment of claim under this bond.

**NOW THEREFORE**, the condition of this obligation is such that the principal and surety shall indemnify or reimburse any student, financing agency, or governmental agency for monetary loss caused through fraud, cheating, or misrepresentation in the conduct of the driver education provider's business where the fraud, cheating, or misrepresentation was made by the provider or by an employee, agent, instructor, or salesperson of the provider and for the protection of student's contractual rights.

It is further understood and agreed that coverage is provided and extended without notification to the surety for any change of officers if the principal is a corporation; for any additional location or changes of address within the State of Michigan for which the certificate is issued; or for any substitution of business name wherein ownership is not changed.

Provided further, that the aggregate liability of the surety for all such reimbursements of any students for the protection for their contractual rights shall, in no event exceed the sum of this bond.

**COVERAGE HEREUNDER** shall be effective as of 12:01 A.M. \_\_\_\_\_ and shall remain in effect continuously, provided, however, that the said surety may cancel the bond upon giving 30 days written or electronic notice to the Department of State and thereafter shall be relieved of liability for any breach of condition occurring after the effective date of cancellation.

**Signed, sealed and dated this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_.

**Important: ALL signatures are required.**

\_\_\_\_\_  
(Signature of Witness to Principal)

\_\_\_\_\_  
Signature of Principal or Authorized Agent of Principal)

\_\_\_\_\_  
(Print or Type Name of Witness to Principal Signature)

\_\_\_\_\_  
(Print or Type Name and Title of Person Signing for Principal)

\_\_\_\_\_  
(Name of Surety Company)

\_\_\_\_\_  
(Signature of Witness to Attorney-in-Fact)

\_\_\_\_\_  
(Signature of Attorney-in-Fact)

\_\_\_\_\_  
(Print or Type Name of Witness to Attorney-in-Fact)

\_\_\_\_\_  
(Print or Type Name of Attorney-in-Fact)



Michigan Department of State  
Surety Bond

**NOTE: EDUCATIONAL INSTITUTIONS AND GOVERNMENTAL AGENCIES  
ARE NOT REQUIRED TO PROVIDE SURETY BONDS.**

Instructions

1. Every applicant for driver education provider certification must file with such application a properly executed surety bond in the appropriate amount.
2. The Secretary of State has prescribed a standard form of bond which is set forth on the **reverse side hereof**. This bond must be executed by the principal and surety and filed with the Department of State at the time of filing application for a driver education provider certificate. An application for a driver education provider certificate will not be acted upon until the application, bond, student contract forms, and all other required documents are filed and the appropriate fees are paid to the Department of State.
3. Each applicant, whether an individual, corporation, or partnership, must be named in the bond as principal. In the case of an individual owner, the individual's name, as well as the name under which he/she is doing business, must be listed. In the case of **partnerships**, each individual partner, as well as the name of the partnership itself, must be listed. In the case of a **corporation**, the corporation and at least one of its officers must be listed on the bond. The location of the business must also be listed. If a licensee is doing business at more than one location within the State of Michigan, all such locations must be listed.
4. This is a continuous surety bond, the effective date of which may be the date of execution or a later date; however, the bond must be effective at the date of filing of an application for a driver education provider certificate even though the certification may not be issued until a subsequent date.
5. A surety company authorized to do business in Michigan must execute the bond. An agent of the company licensed to do business in Michigan must execute every bond. If the agent is a licensed non-resident agent, a licensed resident agent must also countersign the bond.
6. Said surety may cancel the bond upon giving 30 days written notice to the Department of State.
7. The company shall authorize the attorney-in-fact who signs for the surety company. A certified copy of the appointment as attorney-in-fact must be attached to the surety bond, or a continuing copy of the appointment as attorney-in-fact shall be on file with the Department of State.
8. The affidavit of the power of attorney must be executed on the same date as the bond, or subsequent to the date of the bond, but not before.
9. A driver education provider is only authorized to conduct business if a proper surety bond is in effect. Surety companies must notify the Department of State of the payment of any claims under this bond.

**RETURN COMPLETED FORM TO:** Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

Training Vehicle List

All motor vehicles used for driver education instruction must meet federal and state vehicle safety standards. In addition, training vehicles must comply with the following:

- a) Display an identity, in a size and design prescribed by the Department of State, that the vehicle is used in a driver education course.
- b) Display a driver education provider's identity, in a size and design prescribed by the Department of State, that uses the vehicle in a driver education course.

Driver education providers shall not allow a driver education instructor to use a motor vehicle in a driver education course with more occupants than the number of safety belts installed in the vehicle.

All passenger motor vehicles used by a driver education provider in a driver education course shall be a dual-controlled vehicle. ('Dual-controlled vehicle' means a motor vehicle that is equipped with a duplicate brake or, if applicable, a duplicate brake and clutch pedal that is positioned on the right front floorboard of the vehicle.)

List the provider's training vehicles below. If more vehicles are added during the year (or removed), please notify this office in writing.

Model Year	Vehicle Make	License Plate	Owner

I certify that the provider's training vehicles listed above meet federal and state safety standards. If the vehicles listed are passenger vehicles, I also certify that they are equipped with a working dual brake and have proper signs.

Signature of Driver Education Provider

Date

**TEEN PERMITS/CERTIFICATES**

**PAGE**

1.	Certificates of Completion	1-4
	a. Ordering Certificates	
	b. Completing Certificate Material Movement Form	
	c. Issuing Certificates of Completion	
	d. Issuing "Replacement" Completion Certificates	
	e. Reporting Stolen or Missing Certificate Inventory	
2.	Creating and Distributing the Parent Driving Permits	5

**CERTIFICATES OF COMPLETION (Teen driver training providers only)****Ordering Certificates**

Driver education segment 1 and segment 2 certificates of completion must be ordered by the driver education provider, authorized representative, or driver education coordinator. Keep a copy of all orders for your files. When placing an order, follow the procedures listed below:

1. Determine a realistic estimate (a 3 to 4 month supply) of certificates needed. The Secretary of State reserves the right to limit quantities based on overall program needs. **Completion certificates will not be released to a driver education provider who has not returned a *Material Movement Form* from a prior shipment or has not submitted *Program Request* or *Program Completion Data* forms.**
2. Do not include orders for other Secretary of State-issued supplies (booklets, tests, etc.) with orders for completion certificates. Requests for the additional supplies will not be filled. (Follow the instructions listed on the "Ordering Pamphlets, Brochures, etc., from the Secretary of State" sheet included with this mailing.)
3. Do not allow your supply of certificates to become exhausted before submitting a request for additional supplies. Conversely, you should not stockpile certificates beyond a 4-month supply.
4. Orders must be on the provider's letterhead and must include the provider's certification number, the owner's, authorized representative's, or driver education coordinator's name and signature, and the number of certificates desired. The order must also contain a physical street address. **Certificates cannot be shipped to a P.O. Box.** Certificates are delivered via UPS and the owner's, authorized representative's, or driver education coordinator's signature will be required.
5. The unit of issue for the segment 1 and segment 2 certificates is by the "package." Each package contains 100 certificates (25 sheets with 4 certificates per sheet). Therefore, a minimum of one (1) package or 100 certificates must be ordered.
6. **Do not attempt to pick up supplies of completion certificates at the Secretary of State's Inventory Control Unit or the Driver Education Section office. Supplies of the certificates are not maintained at these locations.**
7. All completion certificate orders must be faxed or mailed to the address below. Phoned-in orders, as well as orders from instructors, will not be processed.

**Michigan Department of State  
Inventory Control Unit  
Lansing, MI 48918  
FAX: (517) 373-1475**

**ALLOW UP TO 14 DAYS FOR PROCESSING AND UPS DELIVERY.**

## Completing Certificate Material Movement Form

The Secretary of State's Inventory Control Unit is responsible for the assignment and distribution of segment 1 and segment 2 certificates of completion to all driver education providers. The Secretary of State reserves the right to limit quantities of certificates shipped based on the number of students trained in the past and to prevent stockpiling.

Each shipment of completion certificates should contain an *Inventory Control Unit Material Movement Form*. The form specifies the numbered block of certificates (segment 1 and segment 2) assigned and shipped to the school. (If the shipment is received without a *Material Movement Form*, the Inventory Control Unit mails a second copy of the form a day after the order is shipped.) A sample *Material Movement Form* is below.

From: apj1prod@inuprod.sos.state.mi.us  
Sent: Thursday, October 19, 2006 11:04 PM  
To: SOS, Inventory Control Unit  
Cc: SOS, Warehouse & Delivery Unit  
Subject: ICU Material Movement - Direct Org Transfer to: Doing It Right Driving School

MICHIGAN DEPARTMENT OF STATE  
INVENTORY CONTROL UNIT  
MATERIAL MOVEMENT FORM

DATE: 19-OCT-2006  
DESTINATION ORGANIZATION: DRIVER EDUCATION PROVIDERS  
SHIPPING ORGANIZATION: SUNSET

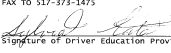
SHIP TO: SHIP FROM:  
Doing It Right Driving School P000000 MDOS Sunset Warehouse  
Sylvia Lato 3141 East Towne Street, Suite 108 Lansing, MI 48917-1806  
Anytown, MI 47631


Item ID	Description	Qty	Beginning Number	Ending Number	Shipment Number
2102	SEG 1 CERT OF COMPLETION	100	A0347701	A0347900	
2103	SEG 2 CERT OF COMPLETION	100	B0308401	B0308600	

UPON RECEIPT AND VERIFICATION OF THE ABOVE CERTIFICATES, THE AUTHORIZED SCHOOL OWNER OR THIRD PARTY DESIGNATED REPRESENTATIVE MUST SIGN AND DATE ONE COPY OF THIS STATEMENT AND RETURN TO THE ADDRESS INDICATED BELOW.

PLEASE NOTE THE CONTROL NUMBERS OF ANY MISSING OR DAMAGED CERTIFICATES ON THIS STATEMENT. FAILURE TO ENDORSE AND RETURN THIS NOTICE PROHIBITS THE ISSUANCE OF ADDITIONAL CERTIFICATES AND MAY RESULT IN THE SUSPENSION OF ORGANIZATION DRIVER TRAINING AND/OR TESTING OPERATIONS.

MICHIGAN DEPARTMENT OF STATE  
INVENTORY CONTROL UNIT  
430 WEST ALLEGAN  
LANSING, MI 48918-1428  
FAX TO 517-373-1475

  
Signature of Driver Education Provider

  
Date

Sylvia Lato  
Print Name of Driver Education Provider

Page 1

Upon delivery of the certificates, verify the control numbers of the inventory received against the *Material Movement Form*. This form is your receipt and must be signed by a school official (i.e., school owner, authorized representative, or driver education coordinator) and returned to the Department's Inventory Control Unit within five days. **Failure to return the *Material Movement Form* will result in the denial of subsequent certificate orders until the form is received.** Keep a copy of the signed *Material Movement Form* for your files. Attach it to your copy of the supply order.

Once the supply of certificates has been verified, the certificates must be kept in a secure place that is inaccessible to unauthorized persons at all times. It is your responsibility to account for every certificate assigned to the school. An accounting of the certificate inventory will be completed during school inspections.

## Issuing Certificates of Completion

**Always issue completion certificates (both segment 1 and segment 2) in sequential order.**

Stolen or missing certificate inventory must be immediately reported in writing to the Driver Education Section. The report must contain the specific control numbers of the missing certificates and a statement explaining how the certificates were lost.

If an error is made while filling out a segment 1 or segment 2 completion certificate, **do not attempt to alter or erase the error.** Secretary of State branch office personnel have been advised not to accept certificates containing erasures, certificates containing “white-out,” or certificates where a line has been drawn through any information. The certificate must be voided and a new certificate must be used. Follow the procedures listed below to void certificates.

1. Write the word **“VOID”** in bold letters across the face of the certificate.
2. Enter the control number of the voided completion certificate on the *Program Completion Data* form being completed for the appropriate program and enter the word “VOIDED” in the column where the student’s name should be recorded.
3. Attach the voided certificate to the school’s copy of the *Program Completion Data* form. **Do not mail the voided certificate to the Driver Education Section.**

## Issuing “Replacement” Completion Certificates

If a student loses or damages a completion certificate, the procedure for documenting and replacing it is as follows:

1. Document the issuance of the replacement certificate on school letterhead. The document should contain the following information:
  - a. Student’s name and Program Number of the class the student attended (add program dates in parenthesis).
  - b. A brief accounting of whether the original certificate was damaged, lost or stolen.
  - c. The control number of the replacement certificate and date issued.
  - d. The name and signature of the instructor issuing the replacement.
  - e. The letterhead document, along with a photocopy of the replacement certificate, should be attached to the student’s record.
2. Record the replacement certificate information on the *Program Completion Data* form in the section titled “Replacements.” Enter the new (or replacement) certificate number and the old (or lost, destroyed, stolen) certificate number, the Program Number the student attended, and the student’s name and address.

### **Reporting Stolen or Missing Certificate Inventory**

Driver education providers, authorized representatives, and driver education coordinators must keep completion certificates (segment 1 and segment 2) secured at all times. If unused certificate inventory is stolen or cannot be accounted for, this must be reported immediately to the Driver Education Section. The report must be in writing on the provider's letterhead and contain the following:

1. Driver education provider, educational institution, or governmental agency name and certificate number.
2. A complete listing of the stolen or missing certificate control number(s).
3. A detailed account of how the certificates were stolen or became missing, including any information regarding possible suspects or reasons for the loss.
4. Police reports are encouraged, particularly in case of forced entry or burglary.

**CREATING AND DISTRIBUTING THE PARENT DRIVING PERMITS – Teen Programs**

During segment 1, a student who has completed 10 hours of classroom and 2 hours of behind-the-wheel instruction may be issued a temporary driver education certificate (Parent Driving Permit) furnished by the Secretary of State. The permit authorizes a student to drive a motor vehicle, other than a vehicle requiring a motorcycle or commercial motor vehicle endorsement, when accompanied by a licensed parent or guardian, or when accompanied by a nonlicensed parent or guardian and a licensed adult for the purpose of receiving additional instruction until the end of the student's driver education course.

The Secretary of State currently makes available a template, from which a provider may duplicate the permits. Following are the instructions for creating and distributing the permits.

1. Keep tight security on this template and complete all of the information required on it (typing the information is recommended). Since the permit is often referred to as the "pink permit," please duplicate on pink paper.
2. Number the permits and keep an accurate log of them.
3. Thoroughly review with the student AND PARENT(S) the information and restrictions on the permit. This permit **does not** offer the option of a parent designating another adult to give the driving time to the student. The permit can only be used when the student is accompanied by a licensed parent or legal guardian, or accompanied by BOTH a non-licensed parent or legal guardian and a licensed adult. Also, note that the student must meet the physical requirements specified by law for the operation of a motor vehicle.
4. Thoroughly convey to the student AND PARENT(S) the restrictions **you** place on the use of the permit. The parent should be informed of the progress their student has made up to the time of issuance of the permit, and where and when the student should get the additional driving time the permit allows. The purpose of the permit is to allow a reinforcement of the instruction the student has already received; the student should not be attempting a driving task that has not been previously introduced to them in driver education.
5. The parent(s) should be instructed to contact their insurance company to see if the student needs to be added to their policy prior to using the permit.
6. The permit is valid as long as the student is enrolled in a driver education class. Once the student's segment 1 instruction is completed or the student leaves the class and the behind-the-wheel portion, the permit is expired. Since driver education is an "integrated and related" program, with regards to classroom and behind-the-wheel, the parent driving permit may not have an expiration date more than three weeks past the ending date of the classroom phase. The three-week time period after the classroom portion has been completed correlates to the time by which the behind-the-wheel phase must be completed.

If you wish to utilize the Parent Driving Permit, and do not already have the "Secretary of State" template, please contact the Driver Education Section either by email at [DriverEd@Michigan.gov](mailto:DriverEd@Michigan.gov), or by telephone at (517) 241-6850.



**REPORTING TO DEPARTMENT**

**PAGE**

1. Program Request Forms	1-3
a. Numbering Segment 1, Segment 2, and Truck Training Courses	
b. Cancelled or Postponed Programs	
c. Corrections	
2. Program Completion Data Forms	4-6
a. Replacement Certificates	
b. Corrections	
3. Maintaining Copies of Program Request and Program Completion Data Forms	7
4. Truck Driver Training Provider's Student Training Report	8
5. Discontinuance of Driver Education	9
6. Year End Report	10

## PROGRAM REQUEST FORMS

Before holding a class, a driver education provider of teen and truck driver training courses must file a projected driver training course schedule report with the Secretary of State. The course schedule report must contain the following:

1. The name of the provider.
2. The dates and times of the class.
3. The classroom location.
4. The name(s) of the instructor(s).
5. Any other information the Secretary of State determines is needed to administer PA 384 of 2006 or to ensure the health, safety, and welfare of a student or the public.

If a change occurs in the information contained in a report that has been filed with the Secretary of State, the provider must immediately file an updated projected driver education course report.

*Program Request* forms (DES-101) must be filed with the Department of State's Driver Education Section at least ten (10) days prior to beginning a segment 1, segment 2, or truck driver training program. When completing *Program Request* forms, complete all parts of the form (i.e., fill in the year - if filing a form for a program that is starting late in December and ends in January, fill in the "year" the program will end - and program number - see the 'Numbering Programs' section for information on numbering your programs, the provider's name, certification number, established office location address (street, city, state, zip code) and phone number). Indicate whether you are requesting to start a segment 1, segment 2, or truck training program, the date the program will begin, and the address of the classroom location where the program will be held. Fill in the scheduled time the classes will start and end plus the dates the classes will be held.

The behind-the-wheel portion of the program should be indicated by circling the week the **actual** driving instruction is scheduled to begin (e.g., Week 2) and draw a circle around the week number during which the behind-the-wheel training is scheduled to be completed (e.g., Week 5). List the instructors' names that will be providing the classroom and the behind-the-wheel instruction. If there is a change in the instructors who will be conducting the program, submit a corrected *Program Request* (see "Corrections" for specific instructions).

Sign and date the form. Before mailing the form to the address shown on the upper left corner, make a photocopy for your files.

# SAMPLE

Michigan Department of State Driver Programs Division Driver Education Section Lansing, MI 48918 Phone: 517-241-6850				<b>PROGRAM REQUEST</b>				Year <div style="border: 1px solid black; padding: 2px; text-align: center;">2006</div>																															
				Program Number <div style="border: 1px solid black; padding: 2px; text-align: center;">9-11-06-S1</div>																																			
Instructions: Complete the form and submit it to Driver Programs Division at least TEN days before the scheduled start of the program.																																							
Name of Provider <div style="border: 1px solid black; padding: 2px;">Doing It Right Driving School</div>						Driver Education Code <div style="border: 1px solid black; padding: 2px; text-align: center;">4 6 4</div>																																	
Address <div style="border: 1px solid black; padding: 2px;">3141 East Towne Street</div>			City <div style="border: 1px solid black; padding: 2px;">Anytown</div>		State <div style="border: 1px solid black; padding: 2px; text-align: center;">MI</div>		Zip Code <div style="border: 1px solid black; padding: 2px;">49731</div>																																
						Phone <div style="border: 1px solid black; padding: 2px;">519-363-4534</div>																																	
I am requesting to start a (check one) Segment 1 <input checked="" type="checkbox"/> Segment 2 <input type="checkbox"/> Truck <input type="checkbox"/> driver training program on <u>09/11/06</u> (Month/Day/Year), at the following location:																																							
Building Name <div style="border: 1px solid black; padding: 2px;">East Towne Square</div>		Street Address <div style="border: 1px solid black; padding: 2px;">3141 East Towne Street</div>						City <div style="border: 1px solid black; padding: 2px;">Anytown</div>																															
The classroom portion of the program will be held on the dates indicated below from (circle one AM or PM) <u>3:00</u> AM/PM to <u>5:00</u> AM/PM.																																							
Week 1 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>9</td><td>11</td><td>06</td></tr> </table>		Month	Day	Year	9	11	06	Week 2 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>9</td><td>18</td><td>06</td></tr> </table>		Month	Day	Year	9	18	06	Week 3 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>9</td><td>25</td><td>06</td></tr> </table>		Month	Day	Year	9	25	06	Week 4 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>9</td><td>26</td><td>06</td></tr> </table>		Month	Day	Year	9	26	06	Week 5 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td> </td><td> </td><td> </td></tr> </table>		Month	Day	Year			
Month	Day	Year																																					
9	11	06																																					
Month	Day	Year																																					
9	18	06																																					
Month	Day	Year																																					
9	25	06																																					
Month	Day	Year																																					
9	26	06																																					
Month	Day	Year																																					
Week 6 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>9</td><td>12</td><td>06</td></tr> </table>		Month	Day	Year	9	12	06	Week 7 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>9</td><td>13</td><td>06</td></tr> </table>		Month	Day	Year	9	13	06	Week 8 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>9</td><td>14</td><td>06</td></tr> </table>		Month	Day	Year	9	14	06	Week 9 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>9</td><td>15</td><td>06</td></tr> </table>		Month	Day	Year	9	15	06	Week 10 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>9</td><td>21</td><td>06</td></tr> </table>		Month	Day	Year	9	21	06
Month	Day	Year																																					
9	12	06																																					
Month	Day	Year																																					
9	13	06																																					
Month	Day	Year																																					
9	14	06																																					
Month	Day	Year																																					
9	15	06																																					
Month	Day	Year																																					
9	21	06																																					
Week 11 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>9</td><td>22</td><td>06</td></tr> </table>		Month	Day	Year	9	22	06																																
Month	Day	Year																																					
9	22	06																																					

The behind the wheel portion of the program will begin and end during the weeks circled below.									
Week 1  Week 1		Week 2  Week 2		Week 3  Week 3		Week 4  Week 4		Week 5  Week 5	
Week 6  Week 6									
The instructors listed below will be responsible for conducting this program:									
CLASSROOM PORTION					BEHIND THE WHEEL PORTION				
A. Patrick Jamison					A. Odel Williams				
B. \_\_\_\_\_					B. Tonya Talbot				
C. \_\_\_\_\_					C. \_\_\_\_\_				
					D. \_\_\_\_\_				
					E. \_\_\_\_\_				
					F. \_\_\_\_\_				
If there is a change in the instructors responsible for conducting any part of the program, please submit a corrected Program Request form.									
CERTIFICATION: I certify that the information submitted on this request is true and correct and that the program described will be provided in accordance with the Driver Education Provider and Instructor Act (2006 PA 384).									
Signature of Owner/Designated Representative/Coordinator  Patrick Jamison					Date  August 28, 2006				
DES-101 (10/2006) By The Authority of 2006 PA 384									

## INCOMPLETE FORMS WILL BE RETURNED.

### Numbering Segment 1, Segment 2, and Truck Training Courses

Each segment 1, segment 2, and truck training course must be assigned a "Program Number" that is distinct. This "Program Number" must be recorded on the contract of each student enrolling in the course, the *Program Request* form, and the corresponding *Program Completion Data* form (if required).

Program Numbers should indicate the year (e.g., 06); whether it is a segment 1, segment 2, or truck training course (e.g., 1 or 2, I or II, Truck); and the beginning date (e.g., month and day) of the course. Examples of acceptable Program Numbers are below:

Segment 1: **06-1-11/04**      Segment 2: **06-2-11/04**      Truck: **06-Truck-11/04**

If you have multiple classroom locations and have courses starting on the same date at each location, you need to add the location where the course will be held to the Program Number. The location can be added after the beginning date of the course. For example, if you plan on holding a segment 1 course starting on 11/04/06 at the Anytown High School, you would add "AHS" at the end of the Program Number. (Another option would be to add the name of the city at the end of the Program Number.) Examples of Program Numbers showing the classroom location are below:

Seg. 1: **06-01-11/04-AHS**      Seg. 2: **06-02-11/04-Anytown**      Truck: **06-Truck-11/04-Anytown**

**If you are a teen driver training program provider, when the program has ended and you are filling in the corresponding *Program Completion Data* form, make sure you use the same Program Number.** *Program Request* forms and *Program Completion Data* forms are matched up once received by the Driver Education Section. If there are any problems, such as incomplete or confusing information on the *Program Request* or *Program Completion Data* forms, the forms will be returned for corrections.

### **Cancelled or Postponed Programs**

If a *Program Request* form has been submitted and the scheduled program is subsequently cancelled or postponed, notify the Driver Education Section of the cancellation or postponement. An acceptable method of notification is to write the word “Cancelled” or “Postponed” across the face of the *Program Request* form that had been submitted and mail the form to the Driver Education Section. If the program is rescheduled, a new *Program Request* form must be completed and submitted.

### **Corrections**

If you need to correct a *Program Request* form that has previously been filed with the Driver Education Section, enter the corrected information on your file copy of the form, enter the words “Corrected Form” in the upper right corner (above the box to enter the Year and Program Number), and mail the corrected form to the Driver Education Section. Make sure you keep a copy of the corrected form for your files.

**PROGRAM COMPLETION DATA FORMS**

Teen driver training providers must file a course completion report (*Program Completion Data* form) no later than 10 days after the program ends. Course completion reports must contain the following:

1. The name of the provider.
2. The dates the class was held.
3. The name, address, and birth date of each student issued a certificate of completion.
4. The inventory control number of each certificate of completion issued to a student.
5. Any other information the Secretary of State determines is needed to administer the Act or ensure the health, safety, and welfare of a student or the public.

*Program Completion Data* forms (DES-102) must be filed with the Driver Education Section no later than ten days after a segment 1 or segment 2 driver education program has ended. The form lists the Driver Education Certificate of Completion number issued to each student who successfully completed the program (segment 1 or segment 2) along with the student's name, address, and date of birth.

**SAMPLE**  
**(Front of Form)**

Michigan Department of State Driver Programs Division Driver Education Section Lansing, MI 48918 Phone: 517-241-6850						<b>PROGRAM COMPLETION DATA</b>						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Year</td> <td style="text-align: center;">2006</td> </tr> <tr> <td style="text-align: right;">Program Number</td> <td style="text-align: center;">9-11-06 - SI</td> </tr> </table>			Year	2006	Program Number	9-11-06 - SI
Year	2006																	
Program Number	9-11-06 - SI																	
<i>Instructions: Complete and file this form to the Department of State no later than TEN days after the program ends.</i>																		
Name of School Doing It Right Driving School						Driver Education Code 4 6 4												
Address 3141 East Towne Street				City Anytown		State MI		Zip Code 47631		Phone 519-891-9222								
CERTIFICATION: I certify the students listed below successfully completed a (check one) Segment 1 <input checked="" type="checkbox"/> Segment 2 <input type="checkbox"/> driver education program and were issued the Certificates of Completion as indicated. The program was held at Anytown High School from 09/11/06 to 09/26/06.																		
Begin Date 09/11/06				End Date 09/26/06				Signature of Owner/Designated Representative/Coordinator <i>Patrick J. Smith</i>				Date 09/26/06						
Certificate Number Issued	Name			Address		(Zip Code)	Date of Birth											
	(Last)	(First)	(Middle)	(Street)	(City)		Month	Day	Year									
1	A034896	Thompson	John	Hensy	324 Jackson Street	Anytown	47631	03	28	91								
2	A034897	Carter	Michael	James	285 Harris Street	Anytown	47631	10	24	90								
3	A034898	VOIDED																
4	A034899	Simpson	Tamera	Kaye	731 Creston Street	Anytown	47633	6	18	90								
5	A034900	Mathews	Christopher	David	335 Townsend Road	Anytown	47633	4	13	91								
6	A034901	Avery	Jessica	Anne	1163 Oak Hill Avenue	Anytown	47631	3	10	91								
7	A034902	Edwards	Steven	Richard	148 East Allegan Road	Anytown	47633	5	11	91								
8	A034903	VOIDED																
9	A034904	Potter	Brittany	Michelle	231 N. Harrison Road	Anytown	47631	5	5	91								
10	A034905	Wells	Timothy	Vaughn	654 W. Elm Street	Anytown	47633	11	8	90								
11	A034906	Smith	Anna	Marie	621 E. Harriet Street	Anytown	47631	2	25	91								
12																		
13																		
14																		
15																		
16																		
17																		
18																		

Forms should be printed (legibly) or typed. All of the requested information [i.e., year, Program Number, name of provider, driver education code, address (city, state, zip code), and phone] should be entered. Indicate whether the students listed completed a segment 1 or segment 2 course and fill in the beginning and ending dates as well as the location where the class was held.

**The Program Number on this form must match the Program Number that was listed on the corresponding Program Request form.**

The student information should be filled in based upon the numerical order of the certificates issued, and students should be listed alphabetical by last name. Enter the students' names, addresses, and dates of birth.

Certificates of completion that have been "voided" due to errors made while preparing the certificates for distribution must be recorded on the *Program Completion Data* form. Enter the certificate number in the appropriate column and enter the word "VOIDED" in the column where the student's name should be recorded.

### SAMPLE (Back of Form)

DES-162 (Rev. 10/2004) Page 2									
PROGRAM COMPLETION DATA									
Certificate Number Issued	Name			Address			Date of Birth		
	(Last)	(First)	(Middle)	(Street)	(City)	(Zip Code)	Month	Day	Year
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									

REPLACEMENTS				
Certificate Number New	Old	Program Attended	Name	Address
A004998	A001241	07-24-05	Michael Stephen Thompson	135 Angel Avenue, Anaheim, 92814
A004999	A001235	07-24-05	Joseph Thomas Hight	228 Acacia Landing, Anaheim 92813

**Replacement Certificates**

There is a section on the back of the *Program Completion Data* form to record any replacement segment 1 or segment 2 certificates that you issued. Record the number of the “new” (or replacement) certificate that was issued as well as the number of the “old” (lost or destroyed) certificate. Record the number of the program the student attended, their name and address. (See the sample above.)

Do not record information on replacement segment 1 certificates you issued on a *Program Completion Data* form you are filing for a completed segment 2 program. Conversely, do not record replacement segment 2 certificate information on a segment 1 *Program Completion Data* form.

Before mailing the form to the Driver Education Section, make sure you have a copy of the form for your files.

**Corrections**

If you need to correct a *Program Completion Data* form that has previously been filed with the Driver Education Section, enter the corrected information on your file copy of the form, enter the words “Corrected Form” in the upper right corner (above the box to enter the Year and Program Number), and mail the corrected form to the Driver Education Section. Make sure you keep a copy of the corrected form for your files.

<b>MAINTAINING COPIES OF PROGRAM REQUEST AND PROGRAM COMPLETION DATA FORMS</b>
--

Photocopies of all *Program Request* and *Program Completion Data* forms must be maintained at the provider's main office. It is recommended that the photocopies be maintained, by year, in a file folder or a ring binder. **As an alternative:** if the information provided on the *Program Request* and *Program Completion Data* forms is stored electronically, then the provider is not required to maintain photocopies.

The file folder, ring binder, or electronic database will be considered the central record of each provider's inventory of segment 1 and segment 2 completion certificates. All driver education providers are responsible for maintaining the inventory of completion certificates and ensuring that each certificate assigned to the provider is accounted for on the *Program Completion Data* forms.

A review of the *Program Request* and *Program Completion Data* forms will be completed during school inspections. Staff from the Driver Education Section must be able to review the *Program Completion Data* forms (or computer database) and locate an entry (or accounting) for each completion certificate assigned to the provider.



<b>TRUCK DRIVER TRAINING PROVIDER'S STUDENT TRAINING REPORT</b>
---

Truck driver education providers are required to file a report with the Secretary of State on April 15 and October 15 of each year. Each report must contain:

1. The name, address, and driver license number of each student enrolled since the provider's last report.
2. The name of each student who completed a training program.
3. Any other information the Secretary of State determines is needed to administer the new law or ensure the health, safety, and welfare of a student or the public.

Report forms will be mailed to each certified truck driver education provider at least 30 days before the report is due. The mailing will include instructions.

<b>DISCONTINUANCE OF DRIVER EDUCATION</b>
---

A driver education provider that stops operating a driver education program or no longer qualifies as a certified driver education provider, shall:

1. Immediately notify the Secretary of State;
2. Complete and send in the Driver Education Provider Close-Out Report and the provider certificate issued by the Secretary of State; and
3. Send in any certificates of completion that are not being retained for replacement certificates (teen driver training providers).

<b>YEAR END REPORT</b>
------------------------

All driver education providers will be sent a year end report at the end of each calendar year that must be completed and returned by the required due date. The report shall be filed with the Secretary of State on or before January 31 of each year. The year end report shall contain:

1. The name of the provider;
2. The number of students who passed and failed each type of instruction given;
3. A list of the instructors who taught during the year;
4. A list of classroom locations utilized during the year;
5. The tuition charged for each type of instruction; and
6. Any other information the Secretary of State determines is needed to administer this Act or to ensure the health, safety, and welfare of a student or the public.

**APPENDIX**

1. Program Request Form (DES-101)
2. Program Completion Data Form (DES-102)
3. Truck Driver Training Student Report
4. Driver Education Provider Close-Out Report

Michigan Department of State  
Driver Programs Division  
Driver Education Section  
Lansing, MI 48918  
Phone: 517-241-6850

## PROGRAM REQUEST

Year
Program Number

*Instructions: Complete the form and submit it to Driver Programs Division at least TEN days before the scheduled start of the program.*

Name of Provider				Driver Education Code	
Address		City	State	Zip Code	Phone

I am requesting to start a (check one) Segment 1 \_\_\_\_ Segment 2 \_\_\_\_ Truck \_\_\_\_ driver training program on \_\_\_\_ 09/11/06 \_\_\_\_ (Month/Day/Year), at the following location:

Building Name \_\_\_\_\_ Street Address \_\_\_\_\_, City \_\_\_\_\_.

The classroom portion of the program will be held on the dates indicated below from (circle one AM or PM) \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM.

Week 1			Week 2			Week 3			Week 4			Week 5			Week 6		
Month	Day	Year	Month	Day	Year	Month	Day	Year	Month	Day	Year	Month	Day	Year	Month	Day	Year

The behind the wheel portion of the program will begin and end during the weeks circled below.

Week 1			Week 2			Week 3			Week 4			Week 5			Week 6		
--------	--	--	--------	--	--	--------	--	--	--------	--	--	--------	--	--	--------	--	--

The instructors listed below will be responsible for conducting this program:

### CLASSROOM PORTION

### BEHIND THE WHEEL PORTION

A. _____	A. _____	D. _____
B. _____	B. _____	E. _____
C. _____	C. _____	F. _____

If there is a change in the instructors responsible for conducting any part of the program, please submit a corrected Program Request form.

**CERTIFICATION:** I certify that the information submitted on this request is true and correct and that the program described will be provided in accordance with the Driver Education Provider and Instructor Act (2006 PA 384).

\_\_\_\_\_  
Signature of Owner/Designated Representative/Coordinator

\_\_\_\_\_  
Date

Michigan Department of State  
 Driver Programs Division  
 Driver Education Section  
 Lansing, MI 48918  
 Phone: 517-241-6850

## PROGRAM COMPLETION DATA

Year
Program Number

*Instructions: Complete and file this form to the Department of State no later than TEN days after the program ends.*

Name of School				Driver Education Code ____	
Address		City	State	Zip Code	Phone ____

**CERTIFICATION:** I certify the students listed below successfully completed a (check one) Segment 1 \_\_\_\_\_ Segment 2 \_\_\_\_\_ driver education program and were issued the Certificates of Completion as indicated. The program was held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

	Begin Date	End Date	Signature of Owner/Designated Representative/Coordinator				Date			
	Certificate Number Issued	Name (Last)	(First)	(Middle)	Address (Street)	(City)	(Zip Code)	Date of Birth (Month Day Year)		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										

PROGRAM COMPLETION DATA

	Certificate Number Issued	Name			Address			Date of Birth		
		(Last)	(First)	(Middle)	(Street)	(City)	(Zip Code)	Month	Day	Year
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
36										

REPLACEMENTS

Certificate Number		Program Attended	Name	Address
New	Old			

Michigan Department of State  
 Driver Programs Division – Driver Education Section  
 Lansing, MI 48918  
 Phone: 517-241-6850

## Truck Driver Training Student Report

Provider Name: \_\_\_\_\_ Provider Certificate Number: \_\_\_\_\_

Business Office Address: \_\_\_\_\_

Report Completed By: \_\_\_\_\_ Telephone: \_\_\_\_\_

Student Information For Period Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Student's Name and Address	Student's Driver License Number	Program Information					Employed Within 90 Days (Yes/No)	Tuition Paid By (Check One Box)		
		Program Hours	Start Date	Finish Date	Completed Yes/No	Reason Not Completed (Use Number)		Self	Emp.	Fin. Aid

The average starting salary of students who completed training during the above reporting period and who were employed as truck drivers \$ \_\_\_\_\_

Additional Pages Attached: Yes \_\_\_\_\_ No \_\_\_\_\_ How Many? \_\_\_\_\_



**Provider Name:** \_\_\_\_\_

## Truck Driver Training Student Report

Page \_\_\_\_ of \_\_\_\_

[illegible]

MICHIGAN DEPARTMENT OF STATE  
DPD - Driver Education Section  
430 W. Allegan, 3<sup>rd</sup> Floor – Lansing, MI 48918  
Phone (517) 241-6850

**Driver Education Provider  
Close-Out Report**

Legal Name of School	Provider Certificate Number	Phone Number  (     )	Fax Number  (     )
Address		City	Zip Code

**INSTRUCTIONS:** Complete item 1, answer coordinating questions and certify at the end of the report.

1. Indicate below the types of programs your school provided between January 1 and December 31, 20\_\_.

Teens (Complete items 2 through 14.)

Adults (Complete items 6 through 11, and 14.)

Truck (Complete items 6 through 11, and 14.)

2. a. Number of students that successfully completed segment 1 and received a certificate of completion. \_\_\_\_\_
- b. Number of students that completed segment 1 and did NOT receive a certificate of completion because of failure to meet minimum course requirements. \_\_\_\_\_
3. a. Number of students that successfully completed segment 2 and received a certificate of completion. \_\_\_\_\_
- b. Number of students that completed segment 2 and did NOT receive a certificate of completion because of failure to meet minimum course requirements. \_\_\_\_\_
4. Program tuition: Segment 1 \$ \_\_\_\_\_ Segment 2 \$ \_\_\_\_\_  
Combined tuition for both segments (if one fee is charged) \$ \_\_\_\_\_
5. Did you provide range instruction? \_\_\_\_\_ YES \_\_\_\_\_ NO
6. SUBMIT SAMPLE COPIES OF YOUR CURRENT STUDENT CONTRACTS (Segment 1, Segment 2, Adult, and/or Truck).
7. a. Number of (automobile) adult students that were provided driver education. \_\_\_\_\_
- b. Number of (truck) adult students that were provided driver education. \_\_\_\_\_
8. The school will no longer provide driver education for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_
9. Last day of classes (instruction): \_\_\_\_\_
10. Address where student records will be stored (for minimum of four years as required by law)  
\_\_\_\_\_

11. Name of contact person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

12. **REPLACEMENT CERTIFICATES OF COMPLETION.** A teen, driver education provider which no longer operates a program must retain a small supply of certificates as replacements (for lost or damaged certificates). You should retain anywhere from 12 to 36 certificates for each segment, determined by the number of students served. Please report the certificate numbers you are keeping as replacements:

Segment 1:     Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Segment 2:     Beginning \_\_\_\_\_ Ending \_\_\_\_\_

13. **EXCESSIVE INVENTORY OF CERTIFICATES.** The remaining inventory of certificates must be returned to the Secretary of State. Please report the certificates of completion that are being returned, and enclose them with this form when mailed.

Segment 1:     Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Segment 2:     Beginning \_\_\_\_\_ Ending \_\_\_\_\_

14. **CERTIFICATION: I certify that the information submitted on this report is true and correct to the best of my knowledge. Information presented in this report is obtained from records on file and will be maintained for audit purposes.**

\_\_\_\_\_  
Signature of school official

\_\_\_\_\_  
Name of school official (printed)

\_\_\_\_\_  
Signature of person completing form if not school official

\_\_\_\_\_  
Position of person completing form

\_\_\_\_\_  
Date

Mail to:    Michigan Department of State  
              DPD – Driver Education Section  
              Lansing, MI 48918

Telephone 517-241-6850 if you have any questions.
--

<b><u>PROVIDER RECORD KEEPING REQUIREMENTS</u></b>	<b><u>PAGE</u></b>
1. Record Keeping Requirements	1
2. Teen Driver Training	2-3
a. Record Keeping	
b. Classroom Instruction (Segment 1 and Segment 2)	
c. Behind-the-Wheel/Observation	
d. In-Car Evaluation	
3. Adult Driver Training	4
a. Record Keeping	
b. Classroom Instruction	
c. Behind-the-Wheel	
4. Truck Driver Training	5
a. Record Keeping	
b. Classroom Instruction	
c. On-Road/Range Instruction	
5. Record Keeping Forms	6
6. Student Contracts	7-9
a. Required Language for all Contracts	
b. Parent Waiver	
c. Student Contract for Coordinated Segment 1 Driver Education Course	

## RECORD KEEPING REQUIREMENTS

The Driver Education Provider and Instructor Act (PA 384 of 2006) requires a driver education provider to maintain, at the established office location, all records relating to the instruction provided to each student.

Records must be maintained for four calendar years after the student ceases instruction and must be open to inspection by the Secretary of State. Student records must be maintained so that the type and amount of instruction received by each student is easily ascertainable upon inspection by the Secretary of State.

## TEEN DRIVER TRAINING

### Record Keeping

Instruction records for teen students (segment 1 and segment 2 courses) must contain the following:

1. The dates and number of hours of classroom and behind-the-wheel instruction given the student and signed by the instructors that gave the instruction.
2. Complete registration and achievement records for the student.
3. A list of the student's payments for tuition, fees, and purchase or rental of supplies or equipment.
4. A copy of the signed contract between the school and the student.
5. The information contained on a course completion report for the student.
6. Any other information the Secretary of State determines is needed to administer the Act or to ensure the health, safety, and welfare of a student or the public.

### Classroom Instruction (Segment 1 and Segment 2)

State laws require that all students receive a minimum of 24 hours of classroom instruction when completing a segment 1 driver education program (in addition to a minimum of 6 hours of behind-the-wheel instruction plus a minimum of 4 hours of behind-the-wheel observation time). The 24 hours of classroom instruction must be provided over the course of 3 or more weeks and students may only receive 2 hours of classroom instruction per day. The *Classroom Record Keeping Form* will help you record the necessary information for each student.

The form provides a space at the top to record the provider's name, the instructor's name, and the Program Number (which must coincide with Program Number entered on the "Program Request" form). Check whether the record keeping form is for a segment 1 or segment 2 course. The name of each student enrolled in the course should be recorded in the space provided along the left side of the form. Enter the class dates in the space provided across the top of the form and record the start and ending time for each class session. When taking roll call at the start of each class, you can place a check mark in the corresponding box for each student. If a student is late, tardy, or absent, it should be noted and the time missed must be made up by the student. Any made-up time must be entered on the form.

At the end of the course, enter the total hours of classroom instruction provided to each student and indicate whether the student passed or failed.

**Behind-the-Wheel / Observation**

All students enrolled in a segment 1 course must receive a minimum of 6 hours of behind-the-wheel instruction and 4 hours of behind-the-wheel observation time. Students must not receive more than 1 hour of behind-the-wheel instruction per day and must have completed at least 4 hours of classroom instruction before being scheduled for behind-the-wheel instruction. Behind-the-wheel instruction of 3 or more hours must be completed before classroom instruction terminates. All behind-the-wheel instruction must be completed no later than 3 weeks after the last classroom instruction has been completed.

The *Behind-the-Wheel / Observation Record Keeping Form* will help you record the necessary information for each student. The form provides a space at the top to record the provider's name and Program Number (this number must coincide with the Program Number entered on the 'Program Request' form). Using a separate form for each student, enter the student's name, address, date of birth, and phone number. Enter the date of each scheduled drive, the "start" and "end" time for the drive, and calculate the "Total Time Driving" and record it in the space provided (right column). The student must initial the driving time indicated. (The driving tasks covered during each session can be entered in the middle column or the instructor can use the space for recording notes on the student's progress.)

On the back of the *Behind-the-Wheel / Observation Record Keeping Form* is the Observation portion of the form. Again, enter the date, the "start" and "end" time, calculate the "Total Observation Time" and record it in the space provided (right column). The student must initial the observation time indicated.

A space has also been provided on the form to record the segment 1 completion certificate number issued to the student.

**In-Car Evaluation**

The *Driver Education Student In-Car Evaluation Checklist* is provided to assist instructors with ensuring that all aspects of the behind-the-wheel portion of the driver education course are completed.

Attach the *Driver Education Student In-Car Evaluation Checklist* to the *Behind-the-Wheel / Observation Record Keeping Form* and keep it in your files.

The *Behind-the-Wheel / Observation Record Keeping Form* and *Driver Education Student In-Car Evaluation Checklist* can be found in the Appendix in Section 7.

## ADULT DRIVER TRAINING

### Record Keeping

Instruction records for adult students must contain the following:

1. The dates and number of hours of classroom (if provided) and behind-the-wheel instruction given to the student and signed by the instructors that gave the instruction.
2. A list of the student's payments for tuition, fees, and purchase or rental of supplies or equipment.
3. A copy of the signed contract between the school and the student.

### Classroom Instruction

If adult students are provided with classroom instruction, records must be maintained showing the date the classroom instruction was provided and the number of hours of instruction that was provided on that date. The *Adult Classroom Instruction Record Keeping Form* will help you record the necessary information for each student.

The form provides a space at the top to record the provider's name and the student's name. Enter the class dates in the space provided and record the start and ending time for each class session. The driving tasks covered during each classroom session can be entered in the middle column, the student can initial indicating the class date and "start" and "end" time is correct, and the instructor can sign the entry. The number of hours of classroom instruction indicated on the record keeping form must be the same number of hours of classroom instruction described in the Adult Student Contract.

### Behind-the-Wheel

The *Adult Behind-The-Wheel Record Keeping Form* will help you record the necessary information for each student. Using a separate form for each student, enter the student's name, address, date of birth, and phone number. Enter the date of each scheduled drive, the "start" and "end" time for the drive, and calculate the "Total Time Driving" and record it in the space provided (right column). The student must initial the driving time indicated. (The driving tasks covered during each session can be entered in the middle column or the instructor can use the space for recording notes on the student's progress.) Prior to beginning behind-the-wheel instruction, the provider must verify that the student has a valid temporary instruction permit (TIP) issued by the Secretary of State. It is recommended that the TIP license number and expiration date be recorded either on the student contract or on the BTW record-keeping form.



## TRUCK DRIVER TRAINING

### Record Keeping

Instruction records for truck driver training students must contain the following:

1. The dates and number of hours of classroom and on-the-road/range instruction given to the student and signed by the instructors that gave the instruction.
2. A list of the student's payments for tuition, fees, and purchase or rental of supplies or equipment.
3. A copy of the signed contract between the school and the student.

### Classroom Instruction

If a truck driver training course includes classroom instruction, records must be maintained showing the date the classroom instruction was provided and the number of hours of instruction that was provided on that date. The *Truck Driver Training Classroom Instruction Record Keeping Form* (see Appendix at the end of this section) will help you record the necessary information for each student.

The form provides a space at the top to record the provider's name and the student's name. Enter the class dates in the space provided and record the starting and ending times for each class session. The subjects covered during each classroom session can be entered in the middle column, the student can initial indicating the class date and "start" and "end" time is correct, and the instructor can sign the entry. The number of hours of classroom instruction indicated on the record keeping form must be the same number of hours of classroom instruction described in the student contract.

### On-Road/Range Instruction

The *Truck Driver Training On-Road/Range Instruction Record Keeping Form* will help you record the necessary information for each student. Using a separate form for each student, enter the student's name, the date of each scheduled drive and whether it was "On-Road" or "Range," and the "Start" and "Stop" time for the drive. The student must initial the driving time indicated.

Prior to beginning behind-the-wheel instruction, the provider must verify that the student has a valid CDL temporary instruction permit (TIP) issued by the Secretary of State. It is recommended that the TIP license number and expiration date be recorded either on the student contract or on the BTW record-keeping form.

Samples of the standard record keeping forms created by the Department can be located at the end of this Section in the Appendix.

**RECORD KEEPING FORMS**

Driver education providers may create their own record keeping forms that will be used to capture the required student information (these forms must be submitted to the Driver Education Section for review and approval prior to being used) or they may use the standard record keeping forms that were developed by the Secretary of State. The forms can be photocopied and used as is, or revised to meet your needs.

The standard record keeping forms developed by the Department include a Classroom Record Keeping Form (segment 1 and segment 2 driver education courses), a Behind-The-Wheel/Observation Record Keeping Form, and a Driver Education Student In-Car Evaluation Checklist for use by teen driver training providers; an Adult Classroom Instruction Record Keeping Form and an Adult Behind-the-Wheel Record Keeping Form for use by adult driver training providers; and a Truck Driver Training Classroom Instruction Record Keeping Form and a Truck Driver Training On-Road/Range Instruction Record Keeping Form for use by truck driver training providers.

**STUDENT CONTRACTS**

A driver education provider must have a written agreement with each of its students. Providers may not give any instruction to a student until after the provider and the student have entered into a written agreement. The agreement must be dated and signed by both the provider and the student and/or legal guardian ***and a fully executed copy of the contract must be given to the student before any instruction begins.***

The agreement (or student contract) must contain all of the terms of the agreement between the provider and the student and include the following:

1. The driver education provider's name and established business office location (at the top of the document).
2. The address where the student will be given classroom instruction, where the student must report for behind-the-wheel instruction (if different from the provider's established business office location), and the dates of the classroom instruction.
3. Program number (as assigned by the provider)
4. Telephone number of the provider's established office location (including area code).
5. Provider's business office hours.
6. Provider's certificate number (e.g., P0000000).
7. Name (last, first, middle), address, and telephone number of the student.
8. If the student is a minor, the parent's or legal guardian's name, address, and telephone number.
9. Student's date of birth.
10. Fees charged for instruction, including a specification as to the price per hour, per lesson, or for the course.
11. Explanation of the program being provided including: the number of hours of instruction (classroom and behind-the-wheel/range); make-up days; requirements for passing the course (e.g., homework, tests including State test) and receiving a completion certificate.
12. Fees charged for materials and supplies; cancellation fees.
13. Tuition payment plan (cash, check, money order, etc.) and when tuition is due.
14. A description of the provider's refund policy (full or partial refund after specified length of instruction).

15. Student's signature and date; if the student is a minor, the parent's or legal guardian's signature. (The signature lines must be titled.)
16. Provider's signature and date.
17. Date of contract.

### **Required Language for All Contracts**

Segment 1 and segment 2 student contracts must include the following statements, which must be printed **on the front of the contract** in large, bold type. All statements must be printed exactly as they are typed below:

**Notice: This provider is required to be certified by the Secretary of State. If you have any complaint, which you cannot settle with this provider, write: Michigan Department of State, Driver Programs Division, Lansing, MI 48918. Completion of driver education instruction does not guarantee qualification for a driver license.**

In addition to the above, the following sentences are required on all segment 1 student contracts:

1. “(Name of provider) will conduct the behind-the-wheel instruction in a dual controlled automobile, fully insured, covering each student enrolled in the program.”
2. “The student must be at least 14 years and 8 months of age by the first day of class (verification by birth certificate required).”

The following must appear on all segment 2 student contracts:

**For a student to participate in segment 2, verification must be received that the student has completed a minimum of 30 hours of driving (including 2 hours at night) with a licensed parent or guardian (or parent designee) on a level 1 license, which has been held for not less than 3 continuous months.**

### **Parent Waiver**

Statutorily, a driver education instructor may not be alone in a training vehicle with a student that is less than 18 years of age. There must always be no less than three individuals (including the instructor) in the training vehicle when providing instruction to students who are less than 18 years of age.

This requirement may only be waived by obtaining a written statement from the student's parents giving their permission for the driver education instructor to be alone in a driver education vehicle with their son or daughter. The written statement must be signed and dated by the parent and must be maintained in the student's records.

If you include the “Parent Waiver” in the student contract, parents and/or legal guardians must sign the waiver and the contract separately. One signature cannot be used for both conditions.

Sample copies of a segment 1 contract, segment 2 contract, and Adult Student Contract can be found at the back of this section.

### **Student Contract for Coordinated Segment 1 Driver Education Course**

Once a provider has received approval to offer a coordinated segment 1 driver education course from the Secretary of State, instruction cannot begin until after the provider and the student have entered into a written agreement (student contract). The agreement must be dated and signed by both the provider and the student. (If the student is a minor, the agreement must be signed by a parent or legal guardian.)

The agreement must contain all of the terms of the agreement between the provider and the student and include all of the following:

1. The student's name, address, birth date, and telephone number.
2. If the student is a minor, the parent's or legal guardian's name, address, and telephone number.
3. The name of each provider that will give instruction.
4. A description of the instruction that each provider will give.
5. A description of the assessment or test to be administered by each provider.
6. The amount of the fee or tuition charged and paid for the instruction.
7. The name of the provider responsible for issuing a segment 1 education course certificate of completion.
8. A statement of who is responsible for maintaining each part of the student's records.
9. Any other information prescribed by the Secretary of State.

A copy of the signed agreement must be given to the student.

**APPENDIX**

1. Segment 1 Registration Form
2. Segment 1 Contract
3. Segment 2 Contract
4. Adult Student Contract

Name of Provider \_\_\_\_\_

## SEGMENT 1 REGISTRATION FORM

Please Print

STUDENT FULL NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ **VERIFIED BY BIRTH CERTIFICATE**

*Student must be at least 14 years and 8 months by the first day of class.*

PARENT/GUARDIAN'S NAME: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

1. Does the student require any special accommodations to participate in the classroom phase (i.e., test being read to him/her, an interpreter, seating arrangements, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_

2. Does the student require any special accommodations to participate in the behind-the-wheel phase (i.e. adaptive devices, an interpreter, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_

3. Is the student taking any medications that may affect his/her ability to drive a motor vehicle safely?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please describe \_\_\_\_\_

4. Are there any medical conditions that would pose a concern with the student's behind-the-wheel instruction (epilepsy, asthma, color blindness, hearing loss)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please explain: \_\_\_\_\_

5. Is the student's visual acuity at least 20/40 corrected? Yes \_\_\_\_\_ No \_\_\_\_\_

6. In the last six months, has the student had a fainting spell, blackout, seizure, or other uncontrolled loss of consciousness? Yes \_\_\_\_\_ No \_\_\_\_\_

7. In the last six months, has the student had a physical or mental condition which affected his/her ability to drive a motor vehicle safely? Yes \_\_\_\_\_ No \_\_\_\_\_

**If the answer to question 5 is no, or either of questions 6 or 7 is yes, then the parent/guardian must provide a letter signed by the student's physician indicating that the condition has been corrected and/or is under control, and the student meets the physical and mental requirements for a motor vehicle operator's license under Section 309 of the Michigan Vehicle Code, 1949 PA 300, MCL 257.309.**

CERTIFICATION: I certify that the information on this form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**Doing It Right Driving School**  
**3141 East Towne Street, Suite 108**  
**Anytown, MI 47631**  
**(313) 555-1234**

Office Hours: Monday – Friday, 9:00 am – 5:00 p.m.

Department of State Certification # P000000

**SEGMENT 1 CONTRACT**

Program Number # \_\_\_\_\_ Classroom Location: \_\_\_\_\_  
(as assigned by provider)

Dates of Class \_\_\_\_\_

Student \_\_\_\_\_  
Name Last First Middle Age Date of Birth

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone (Parent or Guardian) \_\_\_\_\_

Parent's Name \_\_\_\_\_ Home Phone (Parent) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**COURSE PROVISIONS**

1. Doing It Right Driving School will provide a minimum of 24 hours of classroom instruction, 6 hours of behind-the-wheel (BTW) instruction, and 4 hours of observation time in a dual controlled automobile, fully insured, covering each student enrolled in the program. Classroom instruction must be a minimum of 3 weeks in length. BTW instruction shall not begin until the student has received a minimum of 4 hours of classroom instruction. BTW instruction must be completed no later than 3 weeks after the classroom instruction has been completed.

**REQUIRED LANGUAGE**

**NOTICE - This provider is required to be certified by the Secretary of State. If you have any complaint, which you cannot settle with this provider, write: Michigan Department of State, Driver Programs Division, Lansing, MI 48918. Completion of driver education instruction does not guarantee qualification for a driver license.**

**TERMS**

1. The student must be at least 14 years/8 months of age by the first scheduled day of class (verification by birth certificate required).
2. The parent or guardian agrees to pay the amount of \$(*insert amount*) which needs to be paid in full by the following date: (*insert date*).
3. Requirements to pass the course: (*insert requirements*).
4. The required score to pass the STATE TEST is (*insert score*)%.
5. The cost of materials and supplies for the class is \$(*insert cost*).
6. In the event of a driving appointment cancellation, a cancellation fee of \$(*insert fee*) will be charged.
7. In case of a student's absence or emergency the school's policy is: (*insert policy*).  
Make-up day policy is as follows: (*insert policy*).

**REFUND POLICY**

1. If for any reason you decide to withdraw from the course before its completion, your refund will be based on the following:
  - a. A full refund will be issued based on the following (*insert full refund specifics*)
  - b. A partial refund will be issued based on the following (*insert partial refund specifics*)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
School Representative Signature

\_\_\_\_\_  
Date of Contract

- OVER -



BEHIND-THE-WHEEL INSTRUCTION AGREEMENT. Provider and customer must sign one of the following agreements.

1) On-the-road student instruction agreement.

This agreement provides that \_\_\_\_\_ shall have not less than  
Name of Provider  
two (2) students in the vehicle used by the student or customer during behind-the-wheel instruction.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Provider

2) Parent waiver agreement for individualized on-the-road instruction.

By signing below, I, \_\_\_\_\_, authorize  
Printed Name of Parent/Guardian

\_\_\_\_\_ to allow a certified instructor  
Name of Provider  
employed by the provider to offer my child on-the-road driving instruction without another passenger in the vehicle.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Provider

**Doing It Right Driving School**  
**3141 East Towne Street, Suite 108**  
**Anytown, MI 47631**  
**(313) 555-1234**

Office Hours: Monday – Friday, 9:00 a.m. – 5:00 p.m.

Department of State Certification # P000000

**SEGMENT 2 CONTRACT**

Program Number # \_\_\_\_\_ Classroom Location: \_\_\_\_\_  
(as assigned by provider)

Dates of Class \_\_\_\_\_

Student \_\_\_\_\_  
Name Last First Middle Age Date of Birth

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone (Parent or Guardian) \_\_\_\_\_

Parent's Name \_\_\_\_\_ Home Phone (Parent) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**COURSE PROVISIONS**

1. Doing It Right Driving School will provide a minimum of 6 hours of classroom instruction provided by a certified instructor. *Classroom instruction shall not exceed 2 hours per day.*

**REQUIRED DEPARTMENT OF STATE INFORMATION**

**NOTICE** This provider is required to be certified by the Secretary of State. If you have any complaint which you cannot settle with this provider, write: Michigan Department of State, Driver Programs Division, Lansing, MI 48918. Completion of driver education instruction does not guarantee qualification for a driver license.

**For a student to participate in segment 2, verification must be received that the student has completed a minimum of 30 hours of driving (including 2 hours at night) with a licensed parent or guardian (or parent designee) on a level 1 license, which has been held for not less than 3 continuous months.**

**TERMS**

1. The parent or guardian agrees to pay the amount of \$(*insert amount*) which needs to be paid in full by the following date: (*insert date*).
2. Requirements to pass the course: (*insert requirements*).
3. The cost of materials and supplies for the class is \$(*insert cost*).
4. In case of a student's absence or emergency the school's policy is: (*insert policy*).
5. The make-up day policy is as follows: (*insert policy*).

**REFUND POLICY**

1. If for any reason you decide to withdraw from the course before its completion, your refund will be based on the following:
  - a. A full refund will be issued based on the following (*insert full refund specifics*)
  - b. A partial refund will be issued based on the following (*insert partial refund specifics*)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
School Representative Signature

\_\_\_\_\_  
Date of Contract

**Doing It Right Driving School**  
**3141 East Towne Street, Suite 108**  
**Anytown, MI 47631**  
**(313) 555-1234**

Office Hours: \_\_\_\_\_  
Department of State Certification # P000000

**ADULT STUDENT CONTRACT**

Classroom Location: \_\_\_\_\_

Dates of Class: \_\_\_\_\_

Student

Name \_\_\_\_\_  
Last First Middle Initial Date of Birth

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**COURSE PROVISIONS**

Doing It Right Driving School will provide 15 hours of classroom instruction and 6 hours of behind-the-wheel instruction in a dual controlled automobile that is fully insured (coverage includes the student and the instructor).

**TERMS**

1. The total cost of the course is *\$(insert cost)* and is payable at the first classroom instruction date. There is no charge for any materials or supplies provided during the course.
2. Missed classroom sessions must be made up. In the event of a driving appointment cancellation, a cancellation fee of *\$(insert fee)* will be charged.

**REFUND POLICY**

If for any reason you decide to withdraw from the course before its completion, your refund will be based on the following:

- a. A full refund will be issued based on the following: *(insert full refund specifics)*
- b. A partial refund will be issued based on the following: *(insert partial refund specifics)*

**NOTICE:** This provider is required to be certified by the Secretary of State. If you have any complaint, which you cannot settle with this school, write: Michigan Department of State, Driver Programs Division, Lansing, MI 48918. Completion of driver education instruction does not guarantee qualification for a driver license.

**In signing this contract, I do herein affirm that I understand, and am in agreement with the terms and conditions described.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Representative Signature

\_\_\_\_\_  
Date

**Classroom – Behind The Wheel Instruction**

**Page**

1. Scheduling Driver Education Courses
2. Multiple Vehicle Driving Facility (Range)

1-5

7-8

<b>SCHEDULING DRIVER EDUCATION COURSES</b>
--

## **Segment 1**

### Student Eligibility

A driver education provider that has been issued a certificate with a teen driver training classification must comply with the following when enrolling students in a segment 1 driver education course:

1. Verify that the person enrolled is 14 years, 8 months of age or older before beginning a segment 1 curriculum.
  - a. A student's initial attendance or participation in a class may not begin on a date after the first day of that scheduled class without good cause. Being less than 14 years and 8 months on the first day of class is not good cause.
  - b. If less than 14 years, 8 months of age, that the Secretary of State has issued the person a written approval for a minor restricted driver license.
  - c. Meets the physical and mental requirements for a motor vehicle operator's license.
    - i. The student's visual acuity is at least 20/40 corrected for an unrestricted driver license. An eye chart and instructions for administering a vision screening is included in the Appendix at the end of this Section.
    - ii. The student has not had a fainting spell, blackout, seizure, or other uncontrolled loss of consciousness in the six months immediately preceding the class.
    - iii. The student has not had a physical or mental condition which may affect his/her ability to drive a motor vehicle safely in the six months immediately preceding the class.
2. Provide a segment 1 driver education course that has been approved by the Secretary of State.
3. Administer a knowledge test approved by the Secretary of State to each student at the completion of a segment 1 driver education course in accordance with the standards prescribed by the Secretary of State (see the Appendix at the end of this Section).
4. For a student or customer who is less than 18 years of age, sign a written agreement with the student, customer or the student's or customer's parent or legal guardian. The agreement must provide that the driver education provider shall have not less than 2 students in the vehicle used by the student or customer during behind-the-wheel instruction. A student's or customer's parent or legal guardian may waive this requirement only in writing.

Segment 1 Course

Segment 1 driver education courses must include both classroom and behind-the-wheel experience. The classroom instruction and behind-the-wheel instruction must be integrated (i.e., scheduled to include a mix of classroom and behind-the-wheel instruction throughout the duration of the course), relate to each other, and meet the following requirements:

1. Each student shall receive not less than 24 hours of classroom instruction which must be scheduled to occur as follows:
  - a. Classroom instruction shall occur not more than 2 hours per day.
  - b. Classroom instruction shall occur over the course of 3 or more weeks.
  - c. Classroom instruction of 4 or more hours shall be received before the student begins to receive behind-the-wheel instruction.
  - d. Behind-the-wheel instruction of 3 or more hours shall be completed before classroom instruction terminates.
2. Each student shall receive not less than 6 hours of behind-the-wheel instruction or substitute hours (i.e., one hour of instruction received at a multiple vehicle driving facility may be substituted as credit for 1 hour of behind-the-wheel experience; a maximum of 2 hours of behind-the-wheel experience can be substituted with instruction received at a multiple vehicle driving facility). Behind-the-wheel instruction must be scheduled to occur as follows:
  - a. A student shall receive not more than 1 hour of behind-the-wheel instruction per day.
  - b. Not more than 1 student must occupy the front seat of the vehicle with the instructor.
  - c. A driver education training vehicle shall contain not more than 4 students during the behind-the-wheel instruction.
  - d. Not later than 3 weeks after the last classroom instruction has been completed, a student shall complete any remaining required behind-the-wheel instruction.
  - e. All students shall receive 4 hours or more of behind-the-wheel observation time.

A segment 1 driver education course shall be completed (classroom instruction, behind-the-wheel instruction, and observation time) no later than 3 weeks after the last day of the classroom phase.

Specific forms need to be utilized when providing segment 1 instruction. These include a student contract and registration form (see Section 6 Appendix). In addition, classroom and behind-the-wheel record keeping forms are also required (see the Appendix at the end of this Section). Guidelines on how to create these forms and sample forms can be found in each of the sections listed above.

### Multiple Vehicle Driving Facilities

A driver education provider classified for teen driver training may substitute up to 2 hours of behind-the-wheel instruction on a multiple vehicle driving facility (range), with written approval from the Secretary of State as provided under this Act. The criteria, requirements, application and supporting documentation are available in the Appendix at the end of this Section.

### Parent Driving Permits

A student enrolled in a segment 1 driver education course and who has successfully completed 10 hours of classroom and the equivalent of 2 hours of behind-the-wheel instruction may be issued a temporary driver education certificate (Parent Driving Permit) furnished by the Secretary of State that authorizes a student to drive a motor vehicle, other than a motorcycle or vehicle requiring a commercial driver license endorsement, when accompanied by a licensed parent or guardian, or when accompanied by a non-licensed parent or guardian and a licensed adult for the purpose of receiving additional instruction until the end of the student's driver education course.

Instructions on the issuance of the Parent Driving Permit can be found in Section 4 (Teen Permits/Certificate). If you would like to request this permit, you must do so by writing to the Driver Education Section.

### Foreign Exchange Students

When the Graduated Driver License Law (PA 387 of 1996) became effective on April 1, 1997, the Secretary of State no longer had authority to issue a Michigan driver license to foreign exchange students. There is a difference between "foreign exchange students" and "foreign students."

A "foreign exchange student" is under contract with a school district and is usually sponsored by a host family here in Michigan. Foreign exchange students are generally high school students, are less than 18 years of age, and are here for a short period of time. A "foreign student" comes to Michigan to go to college, is usually 18 years of age or older, and intends to stay in Michigan.

Foreign exchange students may enroll in a segment 1 driver education course; however, s/he can enroll only with the understanding that a Michigan graduated driver license cannot and will not be issued. Completing segment 1 will be as far as the student will progress through the GDL system. This information must be spelled out to the student and host parents prior to finalizing the contract and should be pointed out continually to the student that licensing information provided to the other students does not apply to them.

The provider, sponsoring agency, and host parents must be in agreement that the student has the permission of the natural parents or legal guardians to allow the student to receive the segment 1 instruction.

### Special Need Students

Some students wishing to enroll in driver education may require auxiliary aids and services (i.e., interpreters, adaptive devices, etc.) to take part in the classroom and/or behind-the-wheel instruction phases. If you should be contacted by persons seeking driver training for anyone who may need auxiliary aids or services, you may be obligated to provide the training under the guidelines of the American with Disabilities Act. All persons are entitled to equal access to training, thereby possibly requiring you to provide or pay the cost for an interpreter, hand controls, etc.

You may wish to consult with an attorney regarding your responsibilities for providing driver education to special needs student. Should you have questions regarding your responsibility to pay for the services of a sign language interpreter, you may wish to contact the Division on Deafness of the Michigan Commission on Disability Concerns at 1-877-499-6232.

### Coordinated Segment 1 Course

Driver education providers may, with prior written approval from the Secretary of State, provide a student with a coordinated segment 1 driver education course. A coordinated segment 1 driver education course can be provided by two or more certified driver education providers in the use of auxiliary aids and services (includes qualified interpreters or other effective methods of making aurally delivered materials available to individuals with hearing impairments; qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments; acquisition or modification of equipment or devices; and other similar services and actions). One provider may offer the classroom instruction portion of the segment 1 driver education course while a second provider may offer the behind-the-wheel instruction.

A driver education provider shall not give a coordinated segment 1 driver education course without the prior written approval from the Secretary of State. Providers must file a request for approval in the manner described below:

1. Written requests on the provider's letterhead must be submitted at least 5 business days before the courses scheduled start date. Requests may be mailed to the Driver Education Section or faxed (517-373-0964).
2. The request must include the name, address, and certificate number of each provider; the name, address, phone number of the student and parent (or legal guardian) and an explanation of why the student must be offered a coordinated segment 1 course; an explanation of the portion of the segment 1 driver education course each provider will offer; the name and certificate number of the instructor who will be teaching the student; the name of the provider who will be issuing the segment 1 driver education completion certificate.



3. Attach a copy of the signed segment 1 coordinated driver education course student contract. (See the Section 6 - Student Contracts for information on preparing a coordinated driver education course student contract.)
4. Once reviewed, written approvals will be mailed (or faxed) to the providers.

The provider approved to offer the classroom portion of the course is responsible for maintaining the student's classroom records; the provider approved to offer the behind-the-wheel portion is responsible for maintaining these records. Upon completion of the coordinated course, the provider who issued the segment 1 driver education completion certificate is responsible for maintaining the student's records [i.e., signed student contract, copy of the request (and approval) to provide a coordinated segment 1 driver education course, the classroom record keeping documents, and the behind-the-wheel record keeping documents].

## **Segment 2**

A segment 2 driver education course shall contain 6 or more hours of classroom instruction that is scheduled so the student receives not more than 2 hours of classroom instruction per day.

### **Student Eligibility**

The requirements for student eligibility for segment 2 are noted below:

1. Has successfully completed a segment 1 driver education course;
2. Has held a valid level 1 graduated driver license for not less than 3 continuous months; and
3. Has acquired 30 or more hours driving experience on a level 1 graduated driver license that includes not less than 2 hours of night driving with a licensed parent or legal guardian, or with the permission of a parent or legal guardian, with any licensed driver who is 21 years of age or older.

## **Parent - Teen Safe Driving Contract**

When a student attains level 2 licensure status, s/he also achieves an increased level of freedom. Many parents worry about how their sons and daughters will accept the responsibility of this freedom. The Secretary of State recognizes that both parents and teens need to agree on the responsibilities that the new driver and their parents must meet. In the Appendix at the end of this Section, you will find a Parent – Teen Safe Driving Contract. It is also available on the Web site. Encourage your students and their parents to take advantage of this contract, to ensure that each will accept their roles in helping the teens become safe drivers.

**Adult Driver Training**

Adult driver training instruction (classroom and/or behind-the-wheel) is provided to a person 18 years of age or older in the operation of a motor vehicle. Before a driver education provider can give behind-the-wheel course instruction to an adult driver training student, the provider must verify that the student has a valid temporary instruction permit issued by the Secretary of State. Providers can verify whether a student has a valid temporary instruction permit by making a photocopy of the permit or recording the license number, issuance date, and expiration date. Both records (photocopy or record entry) must be maintained in the students' records.

A driver education provider must not give instruction to a student until after the provider and the student have entered into a written agreement (contract). The agreement must be dated and signed by both the provider and the student. For information on creating an adult student contract and to view a sample adult contract, see Section 6 – Record Keeping Requirements.

Adult driver education students must be given behind-the-wheel instruction using the provider's training vehicle that has been equipped with a duplicate brake or, if applicable, a duplicate brake and clutch pedal that is positioned on the right front floorboard of the vehicle. The training vehicle must comply with motor vehicle safety standards and display a sign indicating that the vehicle is being used in a driver education course. The vehicle must also display a sign containing the driver education provider's name.

Adult driver education courses may not be provided to adult students using the student's vehicle.

**Truck Driver Training**

Truck driver training instruction (classroom and/or behind-the-wheel/range) is provided to a person to operate a commercial motor vehicle. Before a truck driver education provider can give behind-the-wheel course instruction to a truck driver training student, the provider must verify that the student has a valid Commercial Driver License (CDL) temporary instruction permit issued by the Secretary of State. Providers can verify whether a student has a valid CDL temporary instruction permit by making a photocopy of the permit or recording the permit number, issuance date, and expiration date. Both records (photocopy or record entry) must be maintained in the students' records.

A truck driver education provider must not give instruction to a student until after the provider and the student have entered into a written agreement (contract). The agreement must be dated and signed by both the provider and the student. For information on creating a truck driver training student contract, see Section 6 – Record Keeping Requirements.

## MULTIPLE VEHICLE DRIVING FACILITY (RANGE)

**"Multiple vehicle driving facility"** means that part of a driver education course that enables the driver education instructor, from a position outside the vehicle, and using electronic or oral communication, to teach and supervise several students simultaneously, each of whom is operating a vehicle at an off-street facility specifically designed for that type of instruction.

### RANGE FACILITY CRITERIA

Course Dimensions:	Minimum 150' x 300'
Number of Vehicles:	No less than 4 cars
Identifiable Lane Markings:	Paint, tape, or cones
Communication Device:	Instructor positioned outside of vehicles, using some type of one-way or two-way device (including megaphone).
Duration:	Maximum of one hour of instruction per day for each student. Maximum of two hours of driving instruction may be counted toward the total required 6 hours of behind-the-wheel instruction.
Lessons:	Instruction must include: <ul style="list-style-type: none"><li>- 2-way traffic, and</li><li>- point(s) of conflict (intersection).</li></ul>

Lane markings and traffic signs should be utilized.

Instruction should include some type of interaction between drivers, such as:

1. Multiple vehicles approaching an intersection at the same time;
2. Experiencing cross traffic at an intersection;
3. Turning at an intersection with oncoming traffic present;
4. Lane changing with other vehicles present;
5. Overtaking (passing).

On the back of this page is a sample lesson plan for two hours of range instruction. Two hours is the maximum allowed to substitute for behind-the-wheel instruction. However, by providing additional range instruction, students may attain a higher level of proficiency, which may eliminate the need for additional drives beyond the minimum six hours.

For assistance or questions regarding range instruction, please contact the Driver Education Section, either by email at **DriverEd@Michigan.gov** or by telephone at (517) 241-6850.

## SAMPLE LESSON PLAN

Range instruction will be provided in four, ½-hour lessons. All lessons will reinforce maneuvers performed during previous lessons.

<b><u>LESSON 1 - 30 minutes</u></b>	Segment 1
	<b><u>Performance Objectives</u></b>
1. Pre-Start	G 1.3
2. Start	G 1.4
3. Movement Forward	G 1.5, G 1.6
4. Stop	G 2.5
5. Left Turns	G 2.1a
6. Right Turns	G 2.1b
7. Straight Backing	G 2.2

Comments: No two-way traffic direction on this lesson. Drivers will keep a minimum 50-foot following distance between their vehicle and other vehicles. Vehicles will be parallel to each other when performing episodes 1-4 and 7.

### **LESSON 2 - 30 minutes**

1. Left Turns	G 2.1a
2. Right Turns	G 2.1b
3. Lane Changes	G 3.1
4. Controlled Intersections	G 4.4
5. Uncontrolled Intersections	G 4.4

Comments: The traffic pattern will be two-way for episodes 1, 2, 4, and 5. The traffic pattern will be one-way for episode 3, keeping vehicles separated with initial maneuvers and then adding other vehicles to the mix.

### **LESSON 3 - 30 minutes**

1. Change of Direction (3-point, U-turn, etc.)	G 3.4
2. Parking Maneuvers (angle, parallel, etc.)	G 3.5

Comments: Continue with Lesson 2, allowing vehicles to exit traffic pattern to perform episodes 1 and 2. Exercise extra caution for vehicles re-entering traffic mix from episodes 1 and 2.

### **LESSON 4 - 30 minutes**

1. One-way / Two-way Street Combinations	G 3.3
2. Passing	G 3.2

Comments: Alter traffic pattern to allow for combination turns on one-way and two-way streets.

**APPENDIX**

1. Driver Education Student In-Car Evaluation Checklist
2. Classroom Instruction – Teens
3. Classroom Instruction – Adult
4. Classroom Instruction – Truck
5. Vision Screening Instructions
6. Multiple Vehicle Driving Facility (Range) Original Application  
For Teen Driver Education Program (DES-023)
7. Range Grid Sheet
8. Behind-the-Wheel – Teen
9. Behind-the-Wheel – Adult
10. On-Road/Range – Truck
11. Parent-Teen Safe Driving Contract
12. Segment 1 Performance Objectives
13. Segment 2 Curriculum Guide

# Driver Education Student In-Car Evaluation Checklist

Student \_\_\_\_\_

Instructor \_\_\_\_\_

## Dates of Behind-the-Wheel Experience

D-1 \_\_\_\_\_ D-2 \_\_\_\_\_ D-3 \_\_\_\_\_ D-4 \_\_\_\_\_ D-5 \_\_\_\_\_ D-6 \_\_\_\_\_ extra \_\_\_\_\_

## Rating Scale (Evaluating student's performance)

- 4 = Student is able to perform driving task without any coaching
- 3 = Student is able to perform driving task with minimal coaching
- 2 = Student is able to perform driving task with considerable coaching
- 1 = Student does not perform driving task without instructor assistance
- 0 = Did not perform task on this date

<u>Driving Task</u>	D-1	D-2	D-3	D-4	D-5	D-6
<u>(Vehicle Familiarization, Parking, Residential)</u>						
Pre-Entry Procedure	___	___	___	___	___	___
Pre-Ignition Procedure	___	___	___	___	___	___
Ignition Procedure	___	___	___	___	___	___
Instrument Panel (Check gauges)	___	___	___	___	___	___
Moving Forward	___	___	___	___	___	___
Moving Backward	___	___	___	___	___	___
Stopping, (location)	___	___	___	___	___	___
Left Turns	___	___	___	___	___	___
Right Turns	___	___	___	___	___	___
Parking and Securing the Vehicle	___	___	___	___	___	___
Angle Parking	___	___	___	___	___	___
Parallel Parking	___	___	___	___	___	___
Perpendicular Parking	___	___	___	___	___	___
<u>(Residential, Rural, Light Urban)</u>						
<u>Right Turns</u>						
Approach, Traffic Check	___	___	___	___	___	___
Signal	___	___	___	___	___	___
Speed Control	___	___	___	___	___	___
Awareness	___	___	___	___	___	___
Right of Way	___	___	___	___	___	___
Traffic Checks, Yield, Timing	___	___	___	___	___	___
Controlled Steering, Hand Position	___	___	___	___	___	___
Proper Lane	___	___	___	___	___	___
<u>Left Turns</u>						
Approach, Traffic Check	___	___	___	___	___	___
Signal	___	___	___	___	___	___
Speed Control	___	___	___	___	___	___
Awareness	___	___	___	___	___	___
Right of Way	___	___	___	___	___	___
Traffic Checks, Yield, Timing	___	___	___	___	___	___
Controlled Steering, Hand Position	___	___	___	___	___	___
Proper Lane	___	___	___	___	___	___

	D-1	D-2	D-3	D-4	D-5	D-6
<b><u>(Moderate to Heavy Traffic, Urban)</u></b>						
Lane Changes	—	—	—	—	—	—
One-Way Turns	—	—	—	—	—	—
One-Way to Two-Way Turns	—	—	—	—	—	—
Two-Way to Two-Way Turns	—	—	—	—	—	—
Shared Left Turns	—	—	—	—	—	—
Checks Traffic Control Devices	—	—	—	—	—	—
Pedestrian Observations	—	—	—	—	—	—
Sign Recognition	—	—	—	—	—	—
Pavement Marking Recognition	—	—	—	—	—	—
Proper Lane Usage	—	—	—	—	—	—
Uncontrolled Intersections	—	—	—	—	—	—
Lane Changes	—	—	—	—	—	—
Mirror and Blind Spot Check	—	—	—	—	—	—
Following Distance	—	—	—	—	—	—
Speed Control	—	—	—	—	—	—
<b><u>(Expressway Driving)</u></b>						
Properly Enters Expressway	—	—	—	—	—	—
Properly Exits Expressway	—	—	—	—	—	—
Speed Control	—	—	—	—	—	—
Turn Signals	—	—	—	—	—	—
Passing Procedures	—	—	—	—	—	—
<b><u>(Miscellaneous)</u></b>						
Curves	—	—	—	—	—	—
Adverse Conditions	—	—	—	—	—	—
Railroad Crossings	—	—	—	—	—	—
<b><u>(General Driving Habits)</u></b>						
Search Habits	—	—	—	—	—	—
Speed and Brake Control	—	—	—	—	—	—
Space Cushion	—	—	—	—	—	—
Lane Tracking	—	—	—	—	—	—
Timing	—	—	—	—	—	—
Spacing	—	—	—	—	—	—
Yielding or Reacting	—	—	—	—	—	—
Too timid or aggressive	—	—	—	—	—	—
<b><u>Comments</u></b>						

## CLASSROOM REPORTING

(Homework, Quizzes, Tests, etc.)

**School Name**\_\_\_\_\_

**Instructor Name**\_\_\_\_\_

**Program Number** \_\_\_\_\_

**Instructions: Please fill out all areas. Use the vertical boxes to write in class dates, homework, quizzes, tests, etc.**

**Please check the appropriate Segment below:**

\_\_\_\_\_ **Segment 1**

\_\_\_\_\_ **Segment 2**

[illegible]



## ADULT CLASSROOM INSTRUCTION RECORD KEEPING FORM

**Provider's Name** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

[illegible]

Comments:

---

---

---

---

Use Additional Sheets If Necessary

**TRUCK DRIVER TRAINING  
CLASSROOM INSTRUCTION  
RECORD KEEPING FORM**

**Provider's Name** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

DATE	SUBJECT COVERED	CLASSROOM HOURS		STUDENT INITIALS	INSTRUCTOR'S SIGNATURE
		Start	Stop		

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VISION SCREENING

In order to receive segment 1 instruction, a student must meet the visual standards for a motor vehicle driver's license pursuant to Administrative Rules R257.1 – 257.5, promulgated under section 309 of the Michigan Vehicle Code, 1949 PA 300, MCL 257.309.

A provider may be able to determine that a student meets the minimum vision standard by giving the student a vision screening using the Snellen Eye Chart.

The EYE CHART is only one resource a driver education provider may use to comply with the vision requirements. The following instructions should be followed:

- Keep tight security on the chart. Only set it up when in use. Providing students with the opportunity to "review" the chart would defeat its purpose.
- Document or record the outcome of the each student's test. Make sure that parents are informed of the activity.
- Place the chart on a wall at eye level. Ensure that there is adequate lighting. Mark a spot on the floor 20 feet away.
- The top line indicates 20/100 vision, the next line 20/70, and so on down to the bottom line, which indicates 20/20.
- The EYE CHART may not be an accurate indicator of a student's visual acuity. If a student has a problem with reading even the 3<sup>rd</sup> line (20/50), the student should not be allowed to drive and the parent notified that additional screening by a physician, ophthalmologist or optometrist is required to verify that the student meets the minimum standards. A student must have a minimum visual acuity of 20/40 (corrected) to be eligible for an unrestricted driver's license.
- If a student requires corrective lenses or contacts to "pass" the test or as prescribed by a medical professional, ensure that the student is wearing them while taking part in the behind-the-wheel instruction.

Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

## Multiple Vehicle Driving Facility (Range) Original Application for Teen Driver Education Program

Provider Name	Certification Number (if known)	Office Phone Number (     )
Street Address		City, State, Zip
Address of range site (building name, city, state, zip, and proximity of range to building)		

### REQUIRED FOR APPROVAL

1. Completed "Multiple Vehicle Driving Facility (Range) Original Application for Teen Driver Education Program."
2. The \$125.00 original application fee. Checks and money orders should be made payable to the **State of Michigan**. All providers must pay this fee, including educational institutions and governmental agencies.
3. Detailed diagram (drawn to scale) of range, including obstacles. Use the enclosed grid sheet.
4. Photos of the range.
5. Lesson plans for instruction. Lesson plans must include:
  - a. Detailed outline of each lesson, including time spent, and
  - b. Specific behind-the-wheel performance objectives being covered.

Guidelines for an acceptable range facility and a sample *lesson plan*, which includes the specific performance objectives that could be the basis for the content of each session, are available in the following ways:

1. Visit the Department of State Web site at [www.Michigan.gov/sos](http://www.Michigan.gov/sos), click on the left tool bar heading entitled "Driver License and State ID," then on "Driver Education."
2. Send an e-mail request to [DriverEd@Michigan.gov](mailto:DriverEd@Michigan.gov).
3. Request a copy by calling (517) 241-6850.
4. Send a request by mail to the Michigan Department of State, Licensing Unit, Lansing, MI 48918.

CERTIFICATION: I certify that the information provided on this application and the enclosed supplemental forms is true and accurate to the best of my knowledge. I understand that this range site may be approved based on this application and that an inspection by Department of State staff may be required to verify that the range meets the standards set forth by the Department of State.

\_\_\_\_\_  
Authorized Provider Representative (Print or Type)

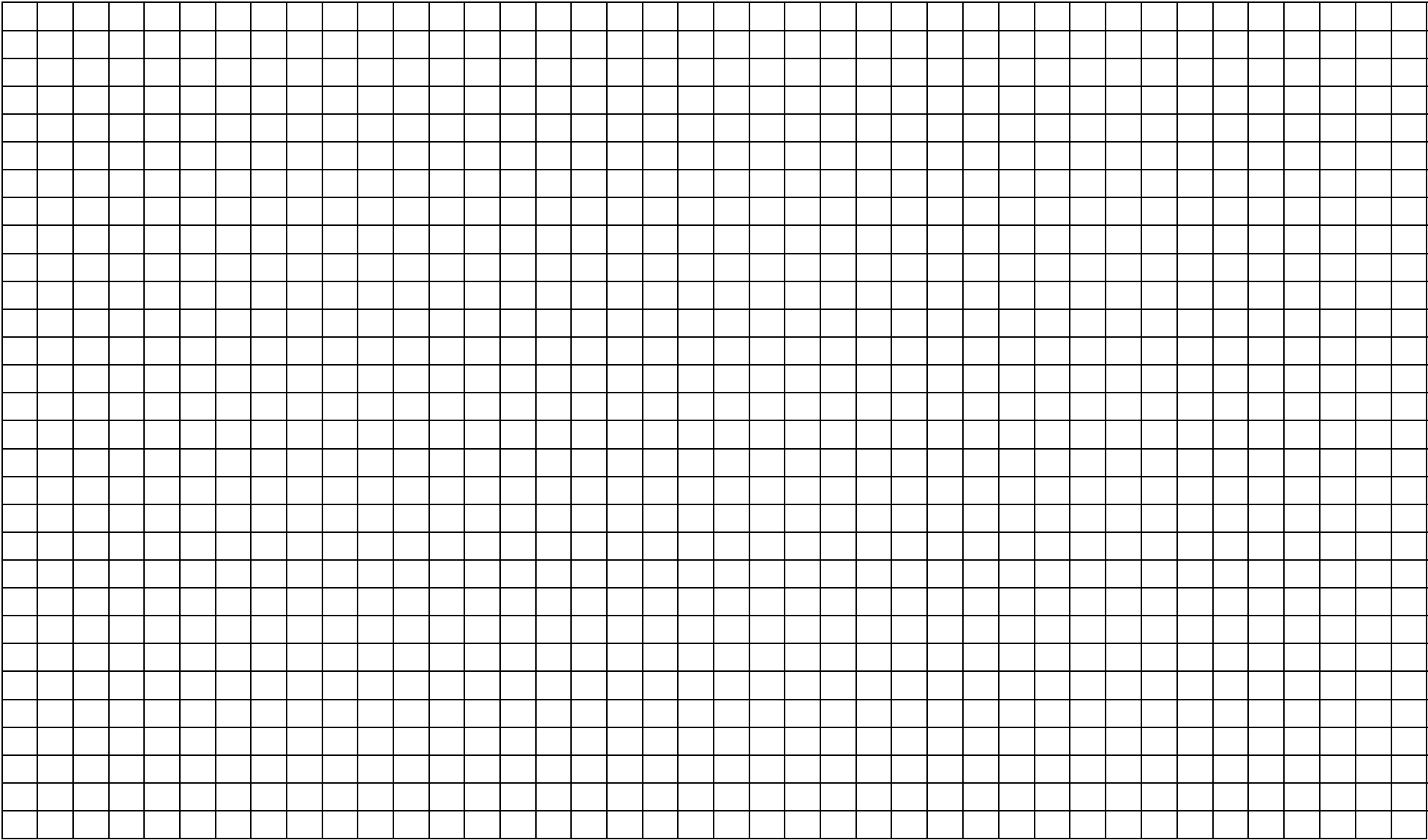
\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Provider Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Use this sheet to diagram your proposed range. Draw range to scale (and provide scale), labeling dimensions in all directions. Identify all obstacles and surface conditions. Traffic lanes should be no less than 12' wide.



Provider Name \_\_\_\_\_

Program Number \_\_\_\_\_

**BEHIND THE WHEEL /  
OBSERVATION  
RECORD KEEPING FORM**

<b>Student's Name</b>	<b>Date of Birth</b>
<b>Student's Address</b>	<b>Phone</b>

For each drive, circle either "Range" or "OTR" (on the road) for type of instruction given. Duplicate and attach additional sheets if needed.

<b>Date</b>	<b>Drive #1</b> Range   OTR	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #2</b> Range   OTR	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #3</b> Range   OTR	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #4</b> Range   OTR	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #5</b> Range   OTR	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #6</b> Range   OTR	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #7</b> Range   OTR	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Total Hours Behind The Wheel</b>	<b>Evaluation</b>	I agree I have received the total hours of training shown.
	Completion Certificate Number Issued _____	<b>Student's Initials</b>

OBSERVATION RECORD KEEPING – Segment 1 Student (Minimum 4 hours required by law).

<b>Date</b>	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Total Observation Time</b>
Start:		<b>Student's Initials</b>
End:		
<b>Date</b>	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Total Observation Time</b>
Start:		<b>Student's Initials</b>
End:		
<b>Date</b>	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Total Observation Time</b>
Start:		<b>Student's Initials</b>
End:		
<b>Date</b>	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Total Observation Time</b>
Start:		<b>Student's Initials</b>
End:		
<b>Date</b>	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Total Observation Time</b>
Start:		<b>Student's Initials</b>
End:		
<b>Date</b>	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Total Observation Time</b>
Start:		<b>Student's Initials</b>
End:		

## ADULT BEHIND THE WHEEL RECORD KEEPING FORM

Provider's Name \_\_\_\_\_

<b>Student's Name</b>	<b>Date of Birth</b>
<b>Student's Address</b>	<b>Phone</b>

<b>Date</b>	<b>Drive #1</b>	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #2</b>	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #3</b>	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #4</b>	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #5</b>	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Date</b>	<b>Drive #6</b>	<b>Total Driving Time</b>
Start:		
End:	Instructor's Name _____ / _____ (Printed) (Signed)	<b>Student's Initials</b>
<b>Total Hours Behind The Wheel</b>	<b>Evaluation</b>	I agree I have received the total hours of training shown.  <b>Student's Initials</b>



# TRUCK DRIVER TRAINING ON-ROAD/RANGE INSTRUCTION RECORD KEEPING FORM

Provider's Name \_\_\_\_\_

Student's Name \_\_\_\_\_

	DATE	TYPE Check One	ON -ROAD/RANGE TIME	STUDENT'S INITIALS	INSTRUCTOR'S SIGNATURE
#1		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#2		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#3		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#4		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#5		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#6		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#7		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#8		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#9		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#10		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#11		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#12		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#13		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#14		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#15		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		
#16		On-Road	Start _____ Stop _____		
		Range	Start _____ Stop _____		

Use Additional Sheets If Necessary

# PARENT – TEEN SAFE DRIVING CONTRACT

We, \_\_\_\_\_ and \_\_\_\_\_, agree  
Name of Teen Driver Names of Parents or Guardians

to the following conditions:

Initial all that apply	TEEN DRIVER'S RESPONSIBILITIES
	1. I will not let anyone else drive or use the vehicle entrusted to me.
	2. I will obey all driving laws and will drive safely so I will not endanger my life or the lives of others.
	3. Everyone in the vehicle will wear a safety belt at all times.
	4. I will state my destination and time of return prior to using any vehicle, and I will notify my parents if I think I will be more than 30 minutes late.
	5. I will not consume alcohol or drugs or operate any vehicle under the influence of alcohol or drugs.

Initial all that apply	PARENTAL RESPONSIBILITIES
	1. I will listen in a respectful manner to explanations or concerns expressed by my teen driver regarding the operation of a vehicle or the terms of the contract.
	2. I will provide respectful feedback when accompanying my teen driver in a motor vehicle.
	3. I will serve as a good role model when operating a vehicle and coach good driving skills and habits to my teen driver.

## DRIVING PRIVILEGES

This portion of the contract may be used to outline any additional conditions or limits on the use of the vehicle as agreed to by teens and parents (i.e, number of passengers, use of cell phone):

---

---

---

---

---

---

(OVER)

## OPERATOR IMPAIRMENT AS A RESULT OF ALCOHOL AND DRUGS

- A. **Teen Driver's Responsibility.** I will not get into the vehicle of a driver who has been drinking or using drugs. I will seek alternate transportation or I will call you for advice and/or transportation at any hour from any place. I have discussed with you and fully understand your feelings regarding underage drinking and the use of illegal drugs. \_\_\_\_\_ (Initials)
- B. **Parent's or Guardian's Responsibility.** I (We) agree to come and get you at any hour from any place, with no questions asked and no argument at that time, or I (we) will arrange transportation to bring you home safely. I (We) expect that a discussion of such an incident would follow at a later time. \_\_\_\_\_ (Initials)

Likewise, I (we) as your parent or guardian, agree to seek safe, sober transportation. I (We) will not drive if I (we) have been drinking, nor will I (we) ride with a relative or friend who has been drinking.

\_\_\_\_\_ (Initials)

\_\_\_\_\_ (Initials)

## COSTS AND MAINTENANCE OF VEHICLE

\_\_\_\_\_ will be responsible for the following: (indicate dollar amount or percentage of cost)

\_\_\_\_\_  
Name of Teen Driver

_____ Cost of Vehicle	_____ Cost of Fuel	_____ Damage to Vehicle	_____ Insurance Costs
_____ Vehicle Registration	_____ Maintenance Costs	_____ Fines and Penalties	_____ Other

Check all that apply:

_____ Check oil and other fluids regularly	_____ Report unusual performance	_____ Inspect tires and check air pressure	_____ Keep interior and exterior clean
_____ Clear or clean all windows	_____ Refuel when tank is less than $\frac{1}{4}$ full	_____ Perform normal maintenance	_____ Other

Additional conditions or responsibilities as agreed to by teen and parents/guardians:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We agree to the terms of this contract, which may be revisited or revised at a later time.**

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Teen Driver

\_\_\_\_\_  
Date

# **DRIVER EDUCATION**

## **PERFORMANCE OBJECTIVES**

### **SEGMENT 1**

**MICHIGAN DEPARTMENT OF STATE**

Pursuant to Public Acts 70 and 71 of 2004

**EFFECTIVE APRIL 1, 1997**

# **DRIVER EDUCATION**

## **PERFORMANCE OBJECTIVES**

**April 1, 1997, marks the beginning of a new driver education program of instruction in the state of Michigan. Act # 387, of the Public Acts of 1996, requires implementation of: a) two segments of instruction in Driver Education and b) the Graduated Licensing System. Together, these programs can greatly enhance the preparation of novice drivers.**

**Instructional programs must start with formally identified expectation of achievement by the learners. These knowledge and skill expectations are the Performance Objectives. The driver education performance objectives were created by a committee of traffic safety educators representing the Public Schools, the Commercial Driving Schools, Universities, and the Department of Education. During the meetings, the majority of educators professed that all students should have uniform instruction consisting of all of the following performance objectives. To merit a driver education certificate, a student must demonstrate achievement of the objectives at a satisfactory level.**

**These performance objectives were revised in January 1997. The revised objectives were reviewed by safety educators representing the Public Schools, the Commercial Driving Schools, Universities, the Department of State, and the Department of Education.**

# **SEGMENT 1**

## **TABLE OF CONTENTS**

### **-SECTION 1-**

#### **UNIT A – VEHICLE FAMILIARIZATION**

- Episode 1.0 – Driving Compartment**
- Episode 2.0 – Starting and Stopping Tasks**
- Episode 3.0 – Driving Fundamentals**
- Episode 4.0 – Traffic Controls**

#### **UNIT B – BASIC CONTROL TASKS**

- Episode 1.0 – Intersections**
- Episode 2.0 – Following**
- Episode 3.0 – Being Followed**
- Episode 4.0 – Lane Changing**
- Episode 5.0 – Backing the Vehicle**
- Episode 6.0 – Overtaking and Passing**
- Episode 8.0 – Other Highway Users**

#### **UNIT C – DRIVER FITNESS TASKS**

- Episode 1.0 – Visual Discipline**
- Episode 2.0 – Physical Fitness**
- Episode 3.0 – Distractions**
- Episode 4.0 – Substance Abuse**

#### **UNIT D – INTERMEDIATE AND ADVANCED CONTROL TASKS**

- Episode 1.0 – Driving Environments**
- Episode 2.0 – Adverse Conditions**
- Episode 3.0 – Vehicle Malfunctions**

#### **UNIT E – LEGAL AWARENESS TASKS**

- Episode 1.0 – System Management**

#### **UNIT F – THE VEHICLE**

- Episode 1.0 – Car Care**

### **-SECTION II-**

#### **UNIT G – DRIVING PERFORMANCE**

- Episode 1.0 – Vehicle Familiarization**
- Episode 2.0 – Basic Control Tasks**
- Episode 3.0 – Intermediate Control Tasks**
- Episode 4.0 – Signs, Signals and Markings**
- Episode 5.0 – Driving Environments**

**Note:** For each of the performance objectives in Section II, it is expected that the student will accomplish them in a driver education vehicle.

# SEGMENT 1

## UNIT A

## VEHICLE FAMILIARIZATION

### EPISODE 1.0

### Driving Compartment

**EPISODE OBJECTIVE:** The student will identify the purpose of information gauges, starting and control devices, safety devices, comfort and convenience devices, and electronic dashboard conversions.

---

**1.1 The student will identify the purpose of the following information gauges (lights):**

- a) Alternator light (gauge)
- b) Brake system warning light
- c) Fuel gauge
- d) Left and right turn indicator lights
- e) Odometer
- f) Oil-pressure warning light
- g) Safety belt light
- h) Speedometer
- i) Temperature indicator light (gauge)
- j) ABS light (anti-lock brake system)

**1.2 The student will identify the purpose of the following starting and control devices:**

- a) Accelerator
- b) Automatic choke
- c) Foot brake
- d) Gear shift selector
- e) Ignition and starter switch
- f) Park brake
- g) Steering wheel
- h) Fuel injection

**1.3 The student will identify the purpose of the following safety devices:**

- a) Door locks
- b) Emergency flasher control
- c) Head restraints
- d) Headlight beam switch and indicator
- e) Heater and defroster
- f) Horn
- g) Light switch
- h) Rearview and side view mirrors
- i) Safety belt restraint system
- j) Child safety seats (proper placement and attachment)
- k) Air bags
- l) Sun visor
- m) Windshield wiper and washer

# **SEGMENT 1**

## **UNIT A                      VEHICLE FAMILIARIZATION**

### **EPISODE 1.0                      Driving Compartment**

**EPISODE OBJECTIVE:**                      The student will identify the purpose of information gauges, starting and control devices, safety devices, comfort and convenience devices, and electronic dashboard conversions.

---

**1.4              The student will identify the purpose of the following comfort and convenience devices:**

- a)              Adjustable tilt steering
- b)              Air conditioning
- c)              Automatic speed control device
- d)              Automatic trunk opener switch
- e)              Electric clock
- f)              Heating system
- g)              Power door locks
- h)              Power Seats
- i)              Power windows
- j)              Radio
- k)              Tape player/CD player
- l)              Swivel seats



# SEGMENT 1

## UNIT A

## VEHICLE FAMILIARIZATION

### EPISODE 2.0

### Starting and Stopping Tasks

**EPISODE OBJECTIVE:** The student will identify the various items of pre-entry check procedures for pre-ignition control tasks, starting the engine, putting the vehicle in motion, stopping the vehicle, securing the vehicle and leaving the vehicle.

---

**2.1** The student will identify the importance of checking various items in a pre-entry check procedure.

- a) Checks for clean headlights and taillights
- b) Checks for clear windshield and windows (especially the rear view)
- c) Checks in front of and behind vehicle for objects in intended path of travel
- d) Checks tire inflation level using pressure gauge

**2.2** The student will identify the pre-ignition control procedures.

- a) Checks traffic before entering the car, enters from curb side if possible
- b) Places key in ignition
- c) Lock all doors
- d) Adjusts seats to proper position
- e) Adjusts head restraints
- f) Adjusts mirrors
- g) Fasten safety restraining devices
- h) Makes sure park brake is "ON"

**2.3** The student will identify the procedure for starting the engine.

- a) Uses gas pedal properly
- b) Puts foot on brake
- c) Makes certain gear selector is in "PARK" or "NEUTRAL"
- d) Turns key to "START" position and releases when engine starts
- e) Checks information (dashboard) gauges

**2.4** The student will identify in order the procedures for putting the vehicle in motion.

- a) Pushes brake pedal down firmly with foot
- b) Selects proper gear position
- c) Releases park brake
- d) Checks mirrors
- e) Uses proper signal
- f) Checks blind spot
- g) Releases foot brake
- h) Accelerates gradually into proper lane of traffic

**2.5** The student will identify in order the procedure for stopping the vehicle.

- a) Checks mirrors
- b) Positions car appropriately
- c) Releases accelerator
- d) Brakes to smooth stop

## **SEGMENT 1**

### **UNIT A**

### **VEHICLE FAMILIARIZATION**

#### **EPISODE 2.0**

#### **Starting and Stopping Tasks**

#### **EPISODE OBJECTIVE:**

The student will identify the various items of pre-entry check procedures for pre-ignition control tasks, starting the engine, putting the vehicle in motion, stopping the vehicle, securing the vehicle and leaving the vehicle.

---

**2.6** The student will identify in order the procedure for parking and preparing to leave the vehicle.

- a) Driver determines if “space” is legal and safe
- b) Shifts to “PARK” gear
- c) Puts park brake “ON”
- d) Turns off ignition
- e) Removes key

**2.7** The student will identify in order the procedure for leaving the vehicle.

- a) Checks traffic prior to opening the door
- b) Exits using curb side when appropriate
- c) Leaves vehicle cautiously and yields to approaching traffic
- d) Checks to see that all doors are locked

# SEGMENT 1

## UNIT A

## VEHICLE FAMILIARIZATION

### EPISODE 3.0

### Driving Fundamentals

#### EPISODE OBJECTIVE:

The student will 1) identify the elements of I-P-D-E and the Smith System and explain their importance to defensive driving; 2) describe the proper sequence of steps for left and right turns; 3) describe positioning during turns; 4) identify natural forces in effect when rounding a curve and methods of compensation; 5) explain the effects of gravity when going up and down hills; 6) identify speed control techniques, and 7) identify proper lanes to turn into.

---

3.1 a) The student will identify the four components of the I-P-D-E process.

I-P-D-E = Identify, Predict, Decide, Execute

b) The student will identify the five steps involved in the Smith System.

- 1) Aim high in steering
- 2) Keep your eyes moving
- 3) Get the big picture
- 4) Make sure others see you
- 5) Leave yourself an out

c) The student will explain the importance of elements included in processes such as I-P-D-E and the Smith System.

3.2 The student will identify the proper sequence of steps for:

a) Right turns

- 1) Check mirrors
- 2) Positions car properly in lane
- 3) Signals right
- 4) Reduces speed and keeps wheel straight
- 5) Checks traffic thoroughly and yields to traffic and pedestrians
- 6) Uses hand-over-hand steering when going into turn
- 7) Turns into proper lane
- 8) Straightens the wheels by using hand-over-hand, or another method which maintains secure control of steering
- 9) Adjusts speed to traffic flow

b) Left turns

- 1) Check mirrors
- 2) Positions car properly in lane
- 3) Signals left
- 4) Reduces speed and keeps wheels straight
- 5) Checks traffic thoroughly, yielding to other traffic and pedestrians
- 6) Uses hand-over-hand steering when going into turn
- 7) Turns into proper lane
- 8) Straightens the wheels by using hand-over-hand, or another method which maintains secure control of steering
- 9) Adjusts speed to traffic flow

## **SEGMENT 1**

### **UNIT A**

### **VEHICLE FAMILIARIZATION**

#### **EPISODE 3.0**

#### **Driving Fundamentals**

#### **EPISODE OBJECTIVE:**

The student will 1) identify the elements of I-P-D-E and the Smith System and explain their importance to defensive driving; 2) describe the proper sequence of steps for left and right turns; 3) describe positioning during turns; 4) identify natural forces in effect when rounding a curve and methods of compensation; 5) explain the effects of gravity when going up and down hills; 6) identify speed control techniques, and 7) identify proper lanes to turn into.

---

**3.3** The student will identify the lane/vehicle positioning when making turns on combinations of one and two-way multiple lane streets.

- a) Right turns
- b) Left turns

**3.4** The student will:

- a) Identify natural forces affecting the vehicle when rounding a curve
  - 1) Gravity
  - 2) Center of gravity
  - 3) Friction
  - 4) Centrifugal force
- b) Indicate methods of compensating for the effects of natural forces

**3.5** The student will explain the effects of gravity on a vehicle going:

- a) Up a hill
- b) Down a hill

**3.6** The student will identify techniques for becoming aware and maintaining proper speed limits and controlled speeds in the following traffic and roadway environments:

- a) Residential
- b) Business
- c) Freeway
- d) Construction zone
- e) Emergency scene

## **SEGMENT 1**

### **UNIT A**

### **VEHICLE FAMILIARIZATION**

#### **EPISODE 4.0**

#### **Traffic Controls**

#### **EPISODE OBJECTIVE:**

**The student will identify the purpose for and the correct driver actions associated with traffic signs, traffic signals, pavement markings, and traffic control persons.**

---

**4.1 The student will associate specific traffic sign shapes with their:**

- a) Purposes
- b) Correct driver actions
- c) Colors

**4.2 The student will associate specific traffic signals with their:**

- a) Purposes
- b) Correct driver actions
- c) Colors

**4.3 The student will associate specific pavement markings with their:**

- a) Purposes
- b) Correct driver actions
- c) Colors (white and yellow)

**4.4 The student will identify the correct driver action when encountering a traffic control person, such as the following:**

- a) Adult crossing guard
- b) Construction flag person
- c) Police officer
- d) Railroad flag person
- e) Safety patrol person

# SEGMENT 1

## UNIT B

## BASIC CONTROL TASKS

### EPISODE 1.0

### Intersections

#### EPISODE OBJECTIVE:

The student will identify proper procedures for negotiating intersections and freeways.

---

**1.1** The student will identify the proper vehicle movement at various intersections (involving one-way and two-way streets), such as in the list below:

- a) **Controlled**
  - 1) **Signalized**
  - 2) **Stop sign(s)**
  - 3) **Yield sign(s)**
  - 4) **Pavement markings**
  - 5) **Railroad crossings**
  - 6) **Right turn on red**
  - 7) **Left turn on red**
- b) **Uncontrolled**
  - 1) **Open intersections**
  - 2) **Railroad crossings**

**1.2** Given example(s) of intersection situation(s) containing potential conflicts, the student will:

- a) **Identify the potential conflict**
- b) **Suggest methods for reducing the risks**

**1.3** The student will explain the proper procedure for:

- a) **Entering a freeway**
  - 1) **Enters acceleration lane merging**
  - 2) **Uses correct signal**
  - 3) **Checks traffic thoroughly**
  - 4) **Checks blind spot**
  - 5) **Adjusts speed to coincide closely with traffic flow**
  - 6) **Merges into nearest lane**
  - 7) **Adjusts position and speed to flow of traffic**
  - 8) **Checks to see that the directional signal is canceled**
- b) **Exiting a freeway**
  - 1) **Positions car in appropriate lane**
  - 2) **Uses correct signal**
  - 3) **Checks traffic thoroughly**
  - 4) **Checks blind spot**
  - 5) **Enters deceleration lane**
  - 6) **Adjusts to posted speed exit**

**1.4** Given examples of types of freeway interchanges, such as listed below, the student will identify:

- a) **The proper path of travel**
- b) **Associated potential conflicts of each**
  - 1) **Cloverleaf**
  - 2) **Diamond**
  - 3) **Partial Cloverleaf**
  - 4) **Weave lane – merging & exiting**

## SEGMENT 1

### UNIT B

### BASIC CONTROL TASKS

#### EPISODE 2.0

#### Following

#### EPISODE OBJECTIVE:

The student will 1) define a minimal following distance; 2) describe methods of establishing following distances for various traffic situations; 3) examine and list the effects of speed, directional control and positioning on the space cushion; 4) describe factors necessary to maintain a space cushion; 5) describe driver blind spots; 6) describe techniques to minimize the hazard of being in another driver's blind spot; 7) explain the effects of kinetic energy on stopping distance; and 8) examine and list the factors affecting total stopping distance.

---

- 2.1 The student will define "a minimal following distance."
- 2.2 The student will describe methods of establishing minimal following distance of 2,3, or 4-seconds for various traffic situations.
- 2.3 The student will examine and list the effects of speed, directional control and positioning on the space cushion for various traffic situations, including the traffic mix with large trucks and buses.
- 2.4 The student will identify driver blind spot(s) for various traffic situations.
- 2.5 The student will identify techniques to minimize the hazard of being in another vehicle's blind spot, including tractor-trailers, for various traffic situations.
- 2.6 The student will explain the effects of kinetic energy on stopping distance for various situations in which vehicles are traveling at different speeds.
- 2.7 The student will examine and list all the factors affecting total stopping distances, such as the following:
  - a) Perception time
  - b) Reaction time
  - c) Braking time
  - d) Speed
  - e) Roadway conditions
  - f) Vehicle conditions
  - g) Driver conditions
- 2.8 The student will analyze stopping distances associated with various speeds and vehicle size (i.e., big trucks, cars, and motorcycles).

## **SEGMENT 1**

### **UNIT B**

### **BASIC CONTROL TASKS**

#### **EPISODE 3.0**

#### **Being followed**

#### **EPISODE OBJECTIVE:**

**The student will identify characteristics of a space cushion to the rear and state methods for reducing rear-end collisions.**

- 
- 3.1**     **The student will identify characteristics of a proper space cushion to the rear for various situations, taking into account greater stopping distance required by heavy vehicles.**
- 3.2**     **The student will indicate methods of compensating for factors which might cause rear-end collisions.**



## **SEGMENT 1**

### **UNIT B**

### **BASIC CONTROL TASKS**

#### **EPISODE 4.0**

#### **Lane Changing**

#### **EPISODE OBJECTIVE:**

The student will explain the proper procedure for lane changing and identify situations necessitating a lane change.

---

**4.1** The student will identify conditions, which would warrant a change of lanes for various traffic situations.

**4.2** The student will identify, in order, the procedure for lane changing.

- a) Check mirrors
- b) Uses correct lane-change signal
- c) Checks blind spot
- d) Moves into proper lane blending in with traffic
- e) Adjusts position and speed and cancels lane-change signal

## **SEGEMENT 1**

### **UNIT B**

### **BASIC CONTROL TASKS**

#### **EPISODE 5.0**

#### **Backing the Vehicle**

#### **EPISODE OBJECTIVE:**

**The student will identify vehicle handling characteristics and driver procedures for backing an automobile.**

---

**5.1      The student will identify body, hand, and head (sight) positions when backing an automobile, which provides best viewing capability.**

- a)      Straight backing**
- b)      Curved backing**

**5.2      The student will explain vehicle-handling characteristics when backing the car.**

- a)      Anticipated movement of the front of the vehicle**
- b)      Direction to turn the steering wheel**
- c)      Speed control**

## SEGMENT 1

### UNIT B

### BASIC CONTROL TASKS

#### EPISODE 6.0

#### Overtaking and Passing

#### EPISODE OBJECTIVE:

The student will 1) compare/contrast overtaking/passing and lane changing; 2) explain the proper overtaking/passing procedure; 3) describe situations in which passing is prohibited or permitted.

---

- 6.1 The student will identify the similarities and differences between lane changing and overtaking/passing.
- 6.2 The student will explain the procedure for overtaking/passing another vehicle, including time and distance involved in passing truck trailer combination vehicles.
- a) Checks and estimates passing distance ahead
  - b) Checks traffic thoroughly
  - d) Uses proper signal
  - e) Accelerates while moving into proper lane
  - f) After passing other vehicle, checks rear-view mirror for vehicle
  - g) Returns to proper lane when vehicle being passed can be seen in rear-view mirror (signals, checks blind spot, and move into proper lane)
  - h) Adjust position and speed to flow of traffic
  - i) Checks to see that lane-change signal is canceled
- 6.3 The student will identify conditions when overtaking/passing on the left is:
- a) Legally permitted
  - b) Legally prohibited
- 6.4 The student will identify conditions when overtaking/passing on the right is:
- a) Legally permitted
  - b) Legally prohibited
- 6.5 The student will identify conditions when overtaking/passing a school bus is:
- a) Legally permitted
  - b) Legally prohibited
- 6.6 The student will identify hazardous conditions when overtaking/passing large trucks.

## **SEGMENT 1**

### **UNIT B**

### **BASIC CONTROL TASKS**

#### **EPISODE 7.0**

#### **Being Overtaken and Passed**

#### **EPISODE OBJECTIVE**

**The student will identify possible hazards and corresponding solutions when being over taken/passed.**

- 
- 7.1**     **The student will identify possible hazards of being overtaken/passed for various traffic situations.**
- 7.2**     **Given situations depicting hazards when being overtaken/passed, the student will identify procedures for minimizing the conflicts.**
- 7.3**     **The student will identify the effects associated with being overtaken/passed by vehicles of different sizes.**

# SEGEMENT 1

## UNIT B

## BASIC CONTROL TASKS

### EPISODE 8.0

### Other Highway Users

#### EPISODE OBJECTIVE:

The student will identify 1) the elements in the traffic mix; 2) the state laws pertaining to motorcycle drivers, bicycle drivers, emergency and special vehicle drivers, and pedestrians; 3) driver responsibilities at railroad crossings; and 4) the methods of communicating with other highway users.

---

**8.1 The student will describe/list the three elements in the traffic mix:**

- a) Operators, passenger, and pedestrians
- b) Vehicles: cars, trucks, motorcycles, bicycles, school buses, emergency and special vehicles
- c) Roadways

**8.2 The student will describe/list Michigan laws affecting motorcycle drivers in the vehicle mix.**

**8.3 The student will describe/list Michigan laws affecting bicycle drivers in the vehicle mix.**

**8.4 The student will describe/list Michigan laws relating to emergency and special vehicles, including:**

- a) Police vehicles
- b) Ambulances
- c) Fire trucks
- d) School buses (i.e., stop law)
- e) Wreckers
- f) Wide vehicles
- g) Funeral processions

**8.5 The student will describe/list Michigan laws relating to the responsibility and right-of-way of pedestrians, including BLIND pedestrians (i.e., the white cane law).**

**8.6 The student will describe/list Michigan laws relating to driver responsibilities at railroad crossings which have the following traffic controls:**

- a) Flashing signals
- b) Crossing gates
- c) Signed crossings
- d) Uncontrolled crossings

**8.7 The student will describe/list methods of communicating with other highway users in various traffic situations:**

- a) Emergency warning flashers
- b) Flashing brake lights
- c) Hand signals
- d) Headlights
- e) Horn
- f) Lane position
- g) Combination of techniques

## **SEGMENT 1**

### **UNIT C**

### **DRIVER FITNESS TASKS**

#### **EPISODE 1.0**

#### **Visual Discipline**

#### **EPISODE OBJECTIVE**

The student will identify 1) the relationship of visual characteristics to the driving task; 2) the method for compensating for the visual deficiencies; and 3) the importance of various visual requirements for driving.

---

**1.1** The student will identify the relationship of visual characteristics to the driving task.

- a) Visual acuity
- b) Depth perception
- c) Field of vision
- d) Night vision (glare recovery)
- e) Color vision

**1.2** The student will identify methods of compensation needed for driving with various visual impairments.

**1.3** The student will explain how potential traffic hazards can be avoided through visual search techniques, considering the following:

- a) I-P-D-E system
- b) Smith system
- c) 2, 3, 4-seconds following distance
- d) Viewing 12-seconds ahead

## **SEGMENT 1**

### **UNIT C**

### **DRIVER FITNESS TASKS**

#### **EPISODE 2.0**

#### **Physical Fitness**

#### **EPISODE OBJECTIVE:**

**The student will identify the importance of good physical fitness as it relates to the driving task, and methods of compensating for physical problems.**

---

**2.1 The student will explain the importance of various physical factors affecting driving.**

- a) Fatigue**
- b) Attention or mental alertness**
- c) Stress (short or long term)**
- d) Hearing**
- e) Coordination**
- f) Illness (temporary or chronic)**
- g) Age associated conditions**
- h) Other impairments**

**2.2 The student will identify methods of compensation needed for driving with various physical deficiencies.**

## SEGEMENT 1

### UNIT C

### DRIVER FITNESS TASKS

#### EPISODE 3.0

#### Distractions

#### EPISODE OBJECETIVES:

The student will identify methods of minimizing the effects of common distractions on driver control.

---

**3.1** The student will identify methods for minimizing the effect of common distractions occurring inside the vehicle on driver control, such as:

- a) Radio, tape player, CD player
- b) Passenger conversations, and
- c) Other non-driving actions

**3.2** The student will identify methods of minimizing the effect of common distractions occurring outside the vehicle on driver control, such as:

- a) Crash scene
- b) Construction zone
- c) Crowds of people, and
- d) Identification of unusual sounds



## SEGEMENT 1

### UNIT C

### DRIVER FITNESS TASKS

#### EPISODE 4.0

#### Substance Abuse

#### EPISODE OBJECTIVE:

The student will identify physical, psychological, sociological, and legal aspects of the use of alcohol and drugs as related to the driving task.

---

- 4.1 The student will be able to identify that drivers under 20 years of age represent the following:
- a) Represent 6.4% of licensed drivers
  - b) Have 11.5% of all crashes
  - c) Have 13.7% of all injury crashes
  - d) Have 10.1% of all fatal crashes
  - e) Have 10% of all HBD fatal crashes
- 4.2 The student will identify the effects on the IPDE system by the use of alcohol and other drugs regarding:
- a) Lack of mental alertness
  - b) Reduced motor skill abilities
  - c) Reduced ability to make correct decisions
- 4.3 The student will identify the physical and mental effects of alcohol and other drugs regarding:
- a) Overconfidence
  - b) Decreased ability to make wise judgments
  - c) Risk-taking behaviors
- 4.4 The student will describe the Michigan implied consent law.
- 4.5 The student will explain Michigan's zero tolerance law for drivers under 21 years of age.
- 4.6 The student will define Bodily Alcohol Content/Blood Alcohol Concentration (BAC).
- 4.7 The student will identify the tests to measure BAC.
- 4.8 The student will describe the characteristic by which the following tests can measure the BAC:
- a) Breath
  - b) Blood
  - c) Urine
  - d) Saliva
- 4.9 The student will identify the legal definition for:
- a) Driving While Impaired (DWI)
  - b) Driving Under the Influence (OUIL)
- 4.10 The student will describe the difference between the following:
- a) Non-prescription drugs
  - b) Prescription drugs
  - c) Controlled substances (legal and illegal)
  - d) Street drugs
- 4.11 The student will identify the anticipated effects on the human body by use of the following classifications of drugs:
- a) Depressants (downers)
  - b) Stimulants (uppers)
  - c) Hallucinogens
  - d) Inhalants

# SEGEMENT 1

## UNIT D

## INTERMEDIATE AND ADVANCED CONTROL TASKS

### EPISODE 1.0

### Driving Environments

#### EPISODE OBJECTIVE

The student will identify 1) the effects of natural laws; 2) the presence of potential hazard; and 3) the methods to avoid involvement.

---

**1.1 For traffic situations in which the driver is in violation of a state law, the student will identify:**

- a) The error(s)
- b) The applicable law(s)

**1.2 The student will describe the meaning and identify the effects of:**

- a) Friction and traction on various roadway characteristics
  - 1) Dry, wet or icy surfaces
  - 2) Gravel or paved surfaces
  - 3) Straight or curved roadways
  - 4) Up or downhill roadways
- b) Stopping distance and the force of impact
  - 1) Kinetic energy
  - 2) Inertia
  - 3) Momentum
  - 4) Speed
  - 5) Weight
- d) Centripetal and centrifugal forces
  - 1) Inertia
  - 2) Speed
  - 3) Weight

**1.3 The student will identify the hazard(s) and explain technique(s) for avoiding involvement, for each of the following:**

- a) Following too closely
- b) Children near roadway
- c) Bicyclists
- d) Pedestrians
- e) Intersections
- f) White cane by blind persons
- g) Railroad crossings

**1.4 The student will identify ways in which highway driving differs from city driving.**

**1.5 The student will identify specific characteristics of freeway driving.**

**1.6 The student will identify characteristics of various engineering features found on freeways considered as:**

- a) Safety features
- b) Potentially hazardous features

# SEGEMENT 1

## UNIT D

## INTERMEDIATE AND ADVANCED CONTROL TASKS

### EPISODE 2.0

### Adverse Conditions

#### EPISODE OBJECTIVE

The student will identify 1) the effects of weather, road, traffic and driver visual conditions on driving; 2) suitable means of compensation; 3) hazards associated with night driving.

---

- 2.1** The student will identify methods of compensating for various hazardous situations associated with night driving based on problems such as those given below:
- a) Distortion of speed and distance judgment, and
  - b) Headlight glare
- 2.2** The student will explain how various weather conditions are likely to make driving hazardous.
- a) Bright sunlight
  - b) Fog
  - c) Ice
  - d) Rain
  - e) Snow
  - f) Wind
  - g) Combination of conditions
- 2.3** The student will identify necessary precautions to take for various adverse weather conditions.
- a) Bright sunlight
  - b) Fog
  - c) Ice
  - d) Rain
  - e) Snow
  - f) Wind
  - g) Combination of conditions
- 2.4** The student will identify methods of compensating for various factors, which might reduce tire-gripping efficiency on the roadway.
- a) Asphalt
  - b) Concrete
  - c) Ice and snow
  - d) Leaves
  - e) Loose gravel or sand
  - f) Rain
  - g) Combination of conditions
- 2.5** The student will identify factors that could reduce the availability of friction for controlling vehicle.
- a) Hydroplaning
  - b) Inadequate brakes
  - c) Increased/excessive speed
  - d) Locked wheels
  - e) Tire design
  - f) Worn tires

# SEGEMENT 1

## UNIT D

## INTERMEDIATE AND ADVANCED CONTROL TASKS

### EPISODE 3.0

### Vehicle Malfunctions

#### EPISODE OBJECTIVE:

The student will identify vehicle malfunctions and indicate the proper action for minimizing the hazard.

---

**3.1** Given a series of situations in which vehicle warning lights or gauges have indicated a vehicle malfunction(s), the student will:

- a) Identify the probable malfunction(s)
- b) Suggest appropriate driver actions, such as
  - 1) Alternator light (gauge)
  - 2) Brake light
  - 3) Oil pressure light (gauge)
  - 4) Temperature light (gauge)
  - 5) ABS light (anti-lock brake system)
  - 6) Air bag
  - 7) Other warning lights or gauges

**3.2** The student will identify the potentially hazardous effects on vehicle control for various vehicle malfunctions.

- a) Accelerator sticking
- b) Brake failure
- c) Engine stall
- d) Headlight failure
- e) Loss of steering
- f) Tire failure

**3.3** The student will explain corrective steps to take to maintain vehicle control for various vehicle malfunctions.

- a) Accelerator sticking
- b) Brake failure
- c) Engine stall
- d) Headlight failure
- e) Loss of steering
- f) Tire failure

**3.4** The student will identify:

- a) The effects of carbon monoxide on vehicle occupants
- b) The conditions that increase the likelihood of carbon monoxide poisoning

**3.5** The student will identify precautionary measures for minimizing the presence of carbon monoxide inside the vehicle.

## SEGEMENT 1

### UNIT E

### LEGAL AWARENESS TASKS

#### EPISODE 1.0

#### System Management

#### EPISODE OBJECTIVE

The student will identify 1) the purpose of traffic laws; 2) the process by which they are formulated; 3) the functions of a traffic court; 4) the procedure for applying for an operator's license; and, 5) reasons for the revocation or suspension of an operator's license.

---

- 1.1 The student will explain the purpose of traffic laws and the procedure by which traffic laws are created.
- 1.2 The student will identify the role of law enforcement agencies.
- 1.3 The student will explain the functions of a traffic court.
- 1.4 The student will describe the procedures in applying for a:
  - a) Graduated Driver License
  - b) Restricted License
  - c) Moped License
  - d) Motorcycle endorsement
  - e) Operator's license at 18 years of age (including the Temporary Instruction Permit)
- 1.5 The student will identify the various social responsibilities of a licensed driver and their importance to the success of the HTS system, regarding:
  - a) The driving task
  - b) The purpose of the HTS system
  - c) System success or breakdown
- 1.6 The student will identify reasons for suspension or revocation of an operator's license, according to information in the Michigan Vehicle Code, for the following:
  - a) Unpaid parking tickets
  - b) Accumulation of points for conviction of moving violations
  - c) Violation of zero tolerance
  - d) OUIL conviction

# SEGEMENT 1

## UNIT F

## THE VEHICLE

### EPISODE 1.0

### Car Care

#### EPISODE OBJECTIVE:

The student will define periodic maintenance and identify 1) items to be periodically checked; 2) visual checks of the gauges/lights for assessment; and 3) potential warning signs that indicate problems.

---

**1.1 The student will correctly:**

- a) Define periodic maintenance, and
- b) Explain the importance of periodic maintenance

**1.2 The student will explain the importance of checking various items and identify their location during a periodic vehicle inspection, such as those given below:**

- a) Brakes
- b) Cooling system (including coolant level and hoses)
- c) Electrical system (including lights)
- d) Exhaust system
- e) Engine lubricant system (including the dipstick and fill location)
- f) Steering (including the power unit)
- g) Tires, and
- h) Windshield wipers and washers (including fluid level and location)

**1.3 The student will identify potential “warning signs” for various items likely to malfunction such as those given below:**

- a) Leaks or spills
- b) Backfire
- c) Blue smoke-black smoke
- d) Grating sound when brakes are applied
- e) Smell of exhaust
- f) Tires worn on one side, middle, or in spots, and
- g) Streaking wiper blades

**1.4 The student will identify reasons why good tire care is important.**

**1.5 The student will identify requirements of the Michigan vehicle inspection according to information in the Michigan Vehicle Code.**

# SEGEMENT 1

## UNIT G

## STUDENT DRIVING PERFORMANCE

### EPISODE 1.0

### Vehicle Familiarization

#### EPISODE OBJECTIVE:

The student will identify 1) information gauges; 2) starting and control devices; 3) safety devices; and 4) comfort and convenience devices. The student will perform 1) pre-entry procedure; 2) pre-ignition control tasks; 3) starting; 4) stopping; 5) securing; and 6) leaving the vehicle.

---

#### 1.1 The student will identify the location and describe the following:

##### a) Information gauges/lights

- 1) Alternator light (gauge)
- 2) Brake system warning light
- 3) Fuel gauge
- 4) Left and right indicator lights
- 5) Odometer
- 6) Oil-pressure warning light
- 7) Safety belt light
- 8) Speedometer
- 9) Temperature indicator
- 10) Electronic digital display
- 11) ABS light (anti-lock brake system)

##### b) Starting and control devices

- 1) Accelerator
- 2) Automatic choke/fuel injection
- 3) Foot brake
- 4) Gear shift selector
- 5) Ignition and starter switch
- 6) Park brake
- 7) Steering wheel

##### c) Safety devices

- 1) Door locks
- 2) Emergency flasher
- 3) Head restraints
- 4) Headlight beam switch and indicator
- 5) Heater and defroster
- 6) Horn
- 7) Light switch
- 8) Rearview and side view mirrors
- 9) Safety belt restraint system
- 10) Air bags
- 11) Sun visor, and
- 12) Windshield wiper and washer

# SEGEMENT 1

## UNIT G

## STUDENT DRIVING PERFORMANCE

### EPISODE 1.0

### Vehicle Familiarization

#### EPISODE OBJECTIVE:

The student will identify 1) information gauges; 2) starting and control devices; 3) safety devices; and 4) comfort and convenience devices. The student will perform 1) pre-entry procedure; 2) pre-ignition control tasks; 3) starting; 4) stopping; 5) securing; and 6) leaving the vehicle.

---

#### d) Comfort and convenience devices

- 1) Adjustable tilt steering
- 2) Air conditioning
- 3) Automatic speed control device
- 4) Automatic trunk opener switch
- 5) Clock
- 6) Heating/air conditioning system
- 7) Power door locks
- 8) Power seats
- 9) Power windows
- 10) Radio, Tape player, CD player
- 11) Swivel seats, and
- 12) Automatic fuel tank cover release

#### 1.2 The student will perform pre-entry procedures of:

- a) Cleans headlights and tail lights (if needed)
  - b) Cleans windshield and windows (if needed)
  - c) Visually checks tire tread depth and checks inflation using pressure gauge
  - d) Inside hood release
  - e) Removes any objects from the intended path of travel
- OR-
- Adjusts intended path of travel

#### 1.3 The student will perform pre-ignition control tasks prior to moving the vehicle, as follows:

- a) Enters the vehicle (checks for traffic as the situation requires)
- b) Places key in ignition
- c) Locks all doors
- d) Adjusts seat to suitable position
- e) Adjusts head restraint
- f) Adjusts mirrors
- g) Fastens safety restraining devices
- h) Makes sure park brake is "ON"

#### 1.4 The student will perform the task of starting the engine, as follows:

- a) Makes sure gear selector is in "PARK" or "NEUTRAL"
- b) Turns key to the "ON" position to check information lights/gauges, and
- c) Turns key to engage starter and releases when engine starts



# SEGEMENT 1

## UNIT G

## STUDENT DRIVING PERFORMANCE

### EPISODE 1.0

### Vehicle Familiarization

#### EPISODE OBJECTIVE:

The student will identify 1) information gauges; 2) starting and control devices; 3) safety devices; and 4) comfort and convenience devices. The student will perform 1) pre-entry procedure; 2) pre-ignition control tasks; 3) starting; 4) stopping; 5) securing; and 6) leaving the vehicle.

---

**1.5** The student will put the car in motion in an area with limited traffic volume.

- a) Depresses foot brake firmly
- b) Selects proper gear
- c) Releases park brake
- d) Checks mirrors
- e) Uses proper signal
- f) Checks blind spot
- g) Releases foot brake
- h) Gradually accelerates into proper lane of traffic

**1.6** The student will steer the vehicle in a straight path in an area with limited traffic volume.

- a) Grasps steering wheel placing both hands on upper half of steering wheel
- b) Maintains correct lane position and proper speed
- c) Keeps eyes focused well ahead and moving continuously to anticipate steering corrections

**1.7** The student will perform the procedure for stopping the vehicle at a selected location in an area of limited traffic volume.

- a) Checks traffic, especially rear
- b) Signals lane exit
- c) Releases accelerator
- d) Smoothly brakes to a stop
- e) Positions car in a safe, legal place

**1.8** The student will demonstrate securing the stopped vehicle.

- a) Shifts to "PARK" gear
- b) Sets park brake "ON"
- c) Locks the ignition
- d) Removes key

**1.9** The student will demonstrate the procedure for leaving the vehicle.

- a) Checks traffic prior to opening the door
- b) Exits from curb side when appropriate
- c) Leaves car cautiously and yields to approaching traffic
- d) Checks to see that all doors are locked

## SEGMENT 1

### UNIT G

### STUDENT DRIVING PERFORMANCE

#### EPISODE 2.0

#### Basic Control Tasks

#### EPISODE OBJECTIVE:

The student will correctly demonstrate the procedure for left and right turns and backing the vehicle in a straight backward path.

---

**2.1** The student will demonstrate the procedure for performing left and right turns.

**a) LEFT TURN**

- 1) Checks mirrors
- 2) Positions car properly in lane
- 3) Signals left
- 4) Reduces speed and keeps wheels straight
- 5) Checks traffic thoroughly, yielding to pedestrians and oncoming traffic
- 6) Starts turn just before front wheels reach the middle of intersection
- 7) Uses proper steering when going into turn
- 8) Turns into proper lane
- 9) Straightens the wheels by using hand-over-hand, or another method which maintains secure control of steering
- 10) Adjusts speed to traffic flow

**b) RIGHT TURN**

- 1) Checks mirrors
- 2) Positions car properly in lane
- 3) Signals right
- 4) Reduces speed and keeps wheels straight
- 5) Checks traffic thoroughly, yielding to pedestrians
- 6) Starts turn when front wheels are opposite point where curb begins to curve
- 7) Uses proper steering when going into turn
- 8) Turns into proper lane
- 9) Straightens the wheels by using hand-over-hand, or another method which maintains secure control of steering
- 10) Adjusts speed to traffic flow

**2.2** The student will steer the car in a straight backward path in an off-street area of restricted traffic.

- a) Change body position so as to be able to look out rear window
- b) Places left hand on steering wheel at 12 o'clock position, right hand located where comfortable
- c) Looks over right shoulder and out rear window
- d) Backs slowly in a straight path
- e) Periodically checks traffic to the front of the vehicle

# SEGEMENT 1

## UNIT G

## STUDENT DRIVING PERFORMANCE

### EPISODE 3.0

### Intermediate Control Tasks

#### EPISODE OBJECTIVE:

The student will correctly demonstrate the procedure for lane changing, passing, turns involving combinations of one and two-way streets, a variety of backing maneuvers, and a variety of parking maneuvers, using the I-P-D-E concept.

---

**3.1 The student will demonstrate the proper procedure for lane changing.**

- a) Checks mirrors
- b) Uses correct signal
- c) Checks blind spot
- d) Moves into proper lane, blending with traffic
- e) Adjusts position and speed
- f) Checks to see that directional signal is canceled

**3.2 The student will demonstrate proper passing procedure.**

- a) Checks passing distance ahead
- b) Checks traffic thoroughly
- c) Uses proper signal
- d) Checks blind spot
- e) Accelerates while moving into proper lane
- f) After moving past car being passed, checks rearview mirror for car
- g) Returns to proper lane when vehicle being passed can be seen in the rearview mirror (signals, checks blind spot and moves into proper lane)
- h) Adjusts position and speed
- i) Checks to see that directional signal is canceled

**3.3 The student will demonstrate the turning procedures for turning from a:**

- a) Two-way street to a one-way street

The student demonstrates awareness that turns on red light are permitted, after complying with the signal requirements and the intended path of travel is clear of vehicles and pedestrians.

- 1) Checks traffic thoroughly
- 2) Positions car appropriately
- 3) Uses correct signal
- 4) Reduces speed
- 5) Checks mirrors
- 6) Yields to vehicles and pedestrians
- 7) Turns into proper lane
- 8) Straightens wheels by using hand-over-hand, or another method which maintains secure control of steering
- 9) Adjusts speed to traffic flow

## SEGEMENT 1

### UNIT G

### STUDENT DRIVING PERFORMANCE

#### EPISODE 3.0

#### Intermediate Control Tasks

#### EPISODE OBJECTIVE:

The student will correctly demonstrate the procedure for lane changing, passing, turns involving combinations of one and two-way streets, a variety of backing maneuvers, and a variety of parking maneuvers, using the I-P-D-E concept.

---

**b) One-way street to a two-way street.**

- 1) Checks traffic thoroughly
- 2) Positions car appropriately
- 3) Uses correct signal
- 4) Reduces speed
- 5) Checks mirrors
- 6) Yields to vehicles and pedestrians
- 7) Turns into proper lane
- 8) Straightens the wheels by using hand-over-hand, or another method which maintains secure control of steering
- 9) Adjusts speed to traffic flow

**c) One-way street to a one-way street.**

The student demonstrates awareness that turns on red lights are permitted, after complying with the signal requirements and the intended path of travel is clear of vehicles and pedestrians.

- 1) Checks traffic thoroughly
- 2) Positions car appropriately
- 3) Uses correct signal
- 4) Reduces speed
- 5) Checks mirrors
- 6) Yields to vehicles and pedestrians
- 7) Turns into proper lane
- 8) Straightens wheels by using hand-over-hand, or another method which maintains secure control of steering
- 9) Adjusts speed to flow of traffic

**3.4 The student will back the vehicle into a variety of positions in an area of limited traffic volume.**

**a) Backs the vehicle into a driveway on the right side of the street**

- 1) Checks traffic thoroughly as approaches driveway
- 2) Stops vehicle after clearing driveway
- 3) Keeping foot on brake, shifts into reverse
- 4) Checks traffic thoroughly, including blind spot
- 5) Creeps back, turning hard right when rear bumper is even with the beginning of driveway and gradually corrects turn
- 6) Stops when front of vehicle is in driveway, clearing street

**b) Turns vehicle into and then backs out of driveway**

- 1) Thoroughly checks traffic as approaches driveway
- 2) Uses correct signal
- 3) Turns into driveway
- 4) Stops when rear of vehicle is at least one car 1enth from end of driveway
- 5) Shifts to reverse

## SEGEMENT 1

### UNIT G

### STUDENT DRIVING PERFORMANCE

#### EPISODE 3.0

#### Intermediate Control Tasks

#### EPISODE OBJECTIVE:

The student will correctly demonstrate the procedure for lane changing, passing, turns involving combinations of one and two-way streets, a variety of backing maneuvers, and a variety of parking maneuvers, using the I-P-D-E concept.

---

- 6) Creeps back, stopping to check traffic before sidewalk (if applicable) and before entering street
    - 7) Checks traffic thoroughly and yields to other vehicles
    - 8) Backs into appropriate lane and gradually straightens wheels
    - 9) Moves forward after checking traffic
  - c) Negotiates a “U” turn
    - 1) Checks traffic thoroughly
    - 2) Positions vehicle as close to right hand edge of roadway as possible
    - 3) Signals for a left turn
    - 4) With vehicle in motion, turns steering wheel sharply left
    - 5) Maintains slow steady speed
    - 6) When turn has been completed, returns steering wheel to proper position
  - d) Negotiates “Y” or 3-point turn
    - 1) Moves car to far right and stops
    - 2) Checks traffic thoroughly
    - 3) Signals for a left turn
    - 4) Turns hard left while moving forward slowly
    - 5) Stops prior to front tire hitting curb
    - 6) Shifts to reverse
    - 7) Turns hard right and backs slowly, stopping prior to rear tire hitting curb
    - 8) Shifts to drive
    - 9) Turns wheels left and moves forward slowly, centering vehicle in lane
- 3.5 The student will demonstrate the proper procedure for parking in the situations given below.
- a) Parallel parking
    - 1) Entering
      - a) Positions car appropriately in lane and signals
      - b) Reduces speed and checks mirrors
      - c) Stops car parallel to other vehicle about 2 feet away and back bumpers are even
      - d) Checks traffic
      - e) Shifts to reverse
      - f) Moves back turning wheels sharply toward curb until car is at 45-degree angle
      - g) Turns wheels slowly away from curb to straighten them
      - h) When front bumper is even with rear bumper of parked car ahead, turns wheels sharply away from the curb

# SEGEMENT 1

## UNIT G

## STUDENT DRIVING PERFORMANCE

### EPISODE 3.0

### Intermediate Control Tasks

#### EPISODE OBJECTIVE:

The student will correctly demonstrate the procedure for lane changing, passing, turns involving combinations of one and two-way streets, a variety of backing maneuvers, and a variety of parking maneuvers, using the I-P-D-E concept.

---

- i) Stops before touching car behind and is parallel with curb (within 12 inches of curb)
  - j) Moves forward slowly, straightens wheels, and positions car
  - k) Secures vehicle (G-1.8)
- 2) Leaving
  - a) Prepares vehicle for leaving (G-1.3, 1.4, 1.5)
  - b) Moves back slowly and stops before striking vehicle behind
  - c) Checks traffic
  - d) Checks blind spot
  - e) Uses correct signal
  - f) Moves forward slowly, steers sharply away from curb
  - g) Enters proper lane and adjusts speed to flow of traffic
- b) Angle parking
  - 1) Entering
    - a) Positions car appropriately in lane
    - b) Checks traffic
    - c) Uses correct signal
    - d) Reduces speed
    - e) Positions vehicle close to the center line of roadway
    - f) Turns front wheels sharply toward parking area when the front bumper of vehicle is in the center of parking space
    - g) Straightens wheels to center vehicle
    - h) Stops when front wheels barely touch curb
    - i) Secures vehicle (G-1.8)
  - 2) Leaving
    - a) Prepares vehicle for leaving (G-1.3, 1.4, 1.5); shifts to reverse
    - b) Moves back slowly until able to see traffic
    - c) Stops and checks traffic in all directions
    - d) When clear, continues backing, turning wheels sharply toward curb
    - e) Backs into proper lane and gradually straightens wheels
    - f) Positions car to move forward
- c) Perpendicular parking
  - 1) Entering
    - a) Positions car appropriately
    - b) Uses correct signal
    - c) Reduces speed
    - d) Checks traffic

## SEGEMENT 1

### UNIT G

### STUDENT DRIVING PERFORMANCE

#### EPISODE 3.0

#### Intermediate Control Tasks

#### EPISODE OBJECTIVE:

The student will correctly demonstrate the procedure for lane changing, passing, turns involving combinations of one and two-way streets, a variety of backing maneuvers, and a variety of parking maneuvers, using the I-P-D-E concept.

---

- e) When front bumper is even with first extended parking line, begins turning toward curb

-OR-

Drives past parking space so rear of vehicle is past second extended parking line, backs up slowly, turning wheels sharply until able to drive straight forward into parking space

- f) Stops when front wheels touch curb
- g) Secures vehicle (G-1.8)

#### 2) Leaving

- a) Prepares vehicle for leaving (G-1.3, 1.4, 1.5)
- b) Moves back slowly until able to see traffic
- c) Checks traffic thoroughly
- d) When clear, continues backing, turning wheels sharply when front bumper is beyond end of parking space
- e) Backs into proper lane after again checking traffic
- f) Positions car

## SEGMENT 1

### UNIT G

### STUDENT DRIVING PERFORMANCE

#### EPISODE 4.0

#### Signs, Signals, and Markings

#### EPISODE OBJECTIVE:

The student will correctly identify and respond to signs, signals, and pavement markings when confronted with them, in compliance with the Michigan Vehicle Code.

---

- 4.1 The student will demonstrate compliance with the Michigan Vehicle Code when encountering warning or regulatory signs.
- 4.2 The student will demonstrate compliance with the Michigan Vehicle Code when encountering any of the following traffic signals.
- a) Emergency vehicle signals
  - b) Flashing lights
  - c) Lane control signals
  - d) Pedestrian signals
  - e) Solid yellow lines
  - f) Solid white lines
  - g) Railroad crossing signals
  - h) Reflectors on farm vehicles
  - i) Reflectors indicating disabled vehicle
- 4.3 The student will demonstrate compliance with the Michigan Vehicle Code when encountering any pavement markings, including but not limited to the following:
- a) Crosswalk lines
  - b) Highway delineators
  - c) Broken yellow lines
  - d) Broken white lines
  - e) Solid yellow lines
  - f) Solid white lines
  - h) Turn lanes/lines
- 4.4 The student will demonstrate compliance with the Michigan Vehicle Code when encountering a right-of-way situation involving the following combinations:
- a) Other vehicles (including school buses and emergency vehicles)
    - 1) At intersections
      - a) controlled
      - b) uncontrolled
    - 2) Between intersections (including railroad crossings)
  - b) Pedestrians (including blind persons)
    - 1) At intersections
      - a) controlled
      - b) uncontrolled



## SEGMENT 1

### UNIT G

### STUDENT DRIVING PERFORMANCE

#### EPISODE 4.0

#### Signs, Signals, and Markings

#### EPISODE OBJECTIVE:

The student will correctly identify and respond to signs, signals, and pavement markings when confronted with them, in compliance with the Michigan Vehicle Code.

---

**4.5** The student will demonstrate the proper procedure for entering a limited access highway.

- a) Enters acceleration lane for merging
- b) Uses proper signal
- c) Checks traffic thoroughly
- d) Checks blind spot
- e) Adjusts speed to blend with other traffic flow
- f) Merges into nearest lane
- g) Adjusts position and speed to meet traffic requirements
- h) Checks to see that signal is canceled

**NOTE:** Be familiar and responsive to peculiarities in metropolitan areas.

**4.6** The student will demonstrate the proper procedure for exiting from limited access highway.

- a) Positions car appropriately
- b) Uses correct signal
- c) Checks traffic thoroughly
- d) Checks blind spot
- e) Enters deceleration lane
- f) Adjusts to posted exit speed

## SEGMENT 1

### UNIT G

### STUDENT DRIVING PERFORMANCE

#### EPISODE 5.0

#### Driving Environments

#### EPISODE OBJECTIVE:

The student will correctly perform basic and intermediate control tasks under actual traffic conditions in various driving environments (i.e., Residential, Business, Country, Highway, and Limited Access Highways).

---

- 5.1 The student will demonstrate search procedures by systematically using IPDE and Smith Systems to locate possible sources of traffic information essential for making low risk decisions.
- 5.2 The student will demonstrate a safe selection of speed to maintain optimal friction between tires and roadway.
- 5.3 The student will demonstrate speed control of the vehicle by using the accelerator or brake to perform the required driving task to safely:
  - a) Isolate
  - b) Stabilize
  - c) Compromise
  - d) Separate risks, and
  - e) Avoid collision traps
- 5.4 The student will demonstrate directional control of the vehicle by the coordination of steering and turning maneuvers with speed and timing adjustments to achieve the driving task requirements.
- 5.5 The student will demonstrate defensive driving (minimizing risks) by doing any or all of the following:
  - a) Maintains a space cushion around vehicle at all times
  - b) Safe turning by visual checks well in advance for other traffic which may create a problem during the turn
  - c) Checks mirrors to be sure other drivers are responding to your signals
  - d) Checks rearview mirrors immediately when anticipating problems ahead
  - e) Is aware of problem drivers and anticipates their next move
  - f) Makes visual checks (left and right) at ALL intersections
  - g) Expects the unexpected, and
  - h) Gives full attention to driving by avoiding distractions

# THE DRIVER EDUCATION CURRICULUM

## SEGMENT 2

### THE INSTRUCTOR'S MANUAL

Guidance for Curriculum and Lesson Plans

Revised, April 2001



Segment 2, Revised, of the Michigan Department of State Driver Education Curriculum, was developed by Allen Robinson, Ph.D., of the Highway Safety Center, Indiana University of Pennsylvania, and Terry L. Kline, Ed.D., Traffic Safety Institute, Eastern Kentucky University, with a state funded grant from the Office of School Support Services, Michigan Department of Education. Training activities for the Workbook and Instructor Manual for Segment 2, Revised, were produced in part with funds from the Office of Highway Safety Planning, Michigan Department of State Police.

## MICHIGAN DEPARTMENT OF STATE

**MICHIGAN DEPARTMENT OF STATE  
DRIVER EDUCATION CURRICULUM  
SEGMENT 2, REVISED**

**FOREWORD**

Segment 2, Revised, of the Michigan Driver Education Curriculum, is based upon the recognition that among the primary learning objectives in the preparation of youth for adult living should be a framework for the continual acquisition of competencies and skills for responsibly and safely operating a motor vehicle. Thus, Segment 2, Revised, presents a framework for successful risk management, thoughtful and timely decision making, and effective problem solving practices among both adolescent drivers and passengers.

The interactive framework of Segment 2, Revised takes place through the student's active participation and reflective feedback. The curriculum requires small group learning situations in which student participants are encouraged to interact congruently with others with shared experiences and recognition of risk-taking situations and commonly perceived problem solving. The practices and activities of Segment 2, Revised, are designed to broaden the driver's education, knowledge, and skills acquired in Segment 1 so that students will avoid situations, incidents and crashes resulting in injury or fatalities among themselves as drivers or passengers.

We are particularly grateful for the encouragement of Ms. Betty Mercer, Office of Highway Safety Programs, Department of State Police, and Ms. Susan Perkowski Anderson, Office of School Support Services, Michigan Department of Education, who facilitated collaborative efforts for the revision of Segment 2.

We thank these persons who served on the Driver Education Advisory Committee and those who provided helpful editing comments:

George Adams, Saginaw Public Schools; Robert Bannan, Alpena Public Schools; Jerry Basch, AAA of Michigan; Paul Bielawski, Michigan Department of Education; Steve Bishop, Michigan Department of State; Robin Bordner, Traffic Safety Association of Sturgis; Steve Brieve, Kellogsville Public Schools; Gary Bubar, AAA of Michigan; Richard Claflin, Michigan Department of Education; Joseph Clay, Jr., Detroit Public Schools; Cara Elmore, Michigan Education Association; Janet Foran, Michigan Department of Transportation; Robert Gustafson, Michigan State University Professor, Retired; Tina Hissong, Michigan Department of State Police, Office of Highway Safety Planning; Roberta Kemp, Ann Arbor Public Schools; Bill Kennedy, Michigan Department of State; Denise Kraus, Driver Education Teacher; Greg Lantzy, Michigan Driver and Traffic Safety Education Association; Steve Madejek, Michigan Department of State; Phyllis Mellon, Michigan Department of State; Glen Metcalf, Muskegon Heights School District; Betty Mercer, Michigan Department of State Police, Office of Highway Safety Planning; Claudette Nelson, Michigan Department of Education; Jerry Ockert, Central Michigan University; Dave Peters, Driver Education Teacher; Thomas Reel, Traffic Safety Association of Michigan ; Kim Robertson, Kalamazoo Valley R.E.S.A.; Donald Smith, Michigan State University Professor, Retired; Jerry Spray, AAA of Michigan; John Stimac, Paw Paw Public School District; Stan Szymanski, Ann Arbor Public Schools; Harry Wells, Jackson Public Schools; Brad West, Michigan State University; and Rosemary Wilkins, Andy DeYoung, and Jennifer Shunk who provided invaluable professional secretarial support.

**MICHIGAN DEPARTMENT OF STATE  
DRIVER EDUCATION CURRICULUM  
SEGMENT 2, REVISED**

**PREFACE**

Public Act 387 of 1996 instituted a new approach for preparing Michigan youth under the age of 18 to become responsible and perceptive drivers. Commonly called the Graduated License Act, it provides for a graduated licensing process and a comprehensive curriculum, Segment 1 and Segment 2, with expanded learning opportunities designed to help the young driver acquire essential knowledge and skills to reduce crashes, serious injuries, and traffic-related fatalities. During April 1997, copies of Segment 1 and Segment 2 were disseminated among Michigan public schools and approved driver training schools.

Learning activities in Segment 1 focus on: Vehicle Familiarization; Basic Control Tasks; Driver Fitness Tasks; Intermediate and Advanced Control Tasks; Legal Awareness Tasks; Car Care; and Driver Performance. Segment 1 provides for a minimum of 24 hours of classroom instruction and activities and six hours of driving instruction. Segment 2 provides for a minimum of 6 hours of additional classroom instruction three months after the student has completed Segment 1.

A Michigan Driver Education Advisory Committee made an analysis of learning activities in Segment 2. The committee made many recommendations for revisions in Segment 2 that would be more closely aligned with the intent of the comprehensive and graduated license approach and that would more likely prompt youth under the age of 18 to become more responsible and perceptive drivers.

The Michigan Department of Education contracted with Allen Robinson of the Highway Safety Center, Indiana University of Pennsylvania and Terry L. Kline, Traffic Safety Institute, Eastern Kentucky University to develop a revised Segment 2 curriculum and to develop a corresponding professional development training module for driver education teachers. The Office of Highway Safety Planning facilitated a Driver Education training workshop where driver education teachers learned the new techniques and methods for teaching the Segment 2, Revised curriculum.

The Michigan Driver and Traffic Safety Education Association, in collaboration with the Traffic Safety Association of Michigan, with a grant from the Office of Highway Safety Planning, agreed to facilitate Segment 2, Revised training workshops for Michigan's driver education teachers. These workshops provide opportunity for the state's driver education teachers to obtain enhanced skills for more effectively teaching adolescents to become responsible and perceptive drivers.

**MICHIGAN DEPARTMENT OF STATE  
DRIVER EDUCATION CURRICULUM  
SEGMENT 2, REVISED**

**INTRODUCTION**

Segment 2, Revised, of the Michigan Driver Education Curriculum, contains unique formats and delivery techniques. The focus of the Segment 2, Revised curriculum is on risk education principles, the effects of driver behavior characteristics on driver performance, and new vehicle technology. The materials in Segment 2, Revised, are also designed to form a basis for development of inquiry approaches to enhance the learner's knowledge, skills, and understandings of the effects of anger, fatigue, and use of alcohol.

The Driver Education teacher of Segment 2, Revised accepts the role of facilitator to encourage interaction and inquiry when using this curriculum format and guide. The goals of this approach are to (1) encourage peer interaction regarding risk perception and decision-making; (2) develop an understanding of the physical demands of driving, and; (3) discover techniques to interact with new vehicle technologies. Small group and large group discussion techniques are used to encourage sharing of concepts and peer interaction throughout Segment 2 activities. The basic format is designed to encourage facilitator creativity in presentations and wise use of time frames for each of the three 2-hour sessions.

Options are presented to meet the diverse needs of both teacher and student. Recommended assessment activities include a variety of options, including pre- and post-assignments. Facilitators are encouraged to use assessment measures associated with discussion, inquiry, and assimilation of course content. The goal of the assessment activity is to indicate student understanding and willingness to accept responsibility for risk reduction principles presented in Segment 2, Revised.

**The format is designed to indicate corresponding facilitator tasks, lesson objectives and activities, and support materials. Each of the three sessions is designed to be completed within a two-hour time format. Each session preview provides a list of objectives, time frames, and facilitator tasks that can also be used as lesson plan outlines. Each session narrative provides a step-by-step process for lesson delivery and activities options. The first session focuses on inquiry learning methods; the second session focuses on inquiry and discussion; and the third session focuses on sharing and using vehicle technology.**

**SESSION ONE: MENTAL AND PERCEPTUAL AWARENESS**  
**(Two Hours)**

---

**GOAL A: COURSE INTRODUCTION (10-15 minutes)**

1. Register and Pretest
2. Course Requirements and Content

**GOAL B: DEVELOPING RISK AWARENESS (40-50 minutes)**

1. Identifying High Risk Situations (20-25 minutes)
2. Identifying Methods to Reduce Risk (20-25 minutes)

**GOAL C: MAKING EFFECTIVE DECISIONS (40-50 minutes)**

1. Identifying Consequences (20-25 minutes)
2. Identifying Driver Errors (20-25 minutes)

**GOAL D: SESSION ASSIGNMENTS (10-15 minutes)**

1. Reading
2. Articles
3. Writing
4. Optional

## Tasks/Activities Summary

SESSION ONE

Two Hours
-----------

### TASK/ACTIVITIES

### RESOURCES

<input type="checkbox"/> Register and pretest participants.	<i>Materials (Appendix A) “Student Record”, “Pretest”, “Questionnaire”</i>
<input type="checkbox"/> Provide a copy of course requirements and review as an introductory activity.	<i>Provided by school district</i>
<input type="checkbox"/> Develop a small group discussion using a portion of the video entitled, “Don’t Wreck Your Life.”	<i>Materials (Resource List)</i>
<input type="checkbox"/> Have the class identify the factors or reasons for the high risk activities.	<i>Materials (Appendix A) “Risk Awareness Part One”</i>
<input type="checkbox"/> Use the group discussion technique to determine methods that they may have experienced to reduce the risk causes or factors identified by the group.	<i>Use Flip Chart or Chalkboard</i>
<input type="checkbox"/> Encourage a small group discussion or use a portion of the video entitled, “Don’t Wreck Your Life” as method to identify consequences.	<i>Materials (Resource List)</i>
<input type="checkbox"/> Have the class identify the types of consequences for the high risk activities identified by each small group.	<i>Materials (Appendix A) “Risk Awareness Part Two”</i>
<input type="checkbox"/> Encourage a small group discussion using a portion of the video entitled, “Young Drivers: The High Risk Years” as a method to identify driver errors associated with collisions or use a video of a local school on-street lesson that demonstrated driver errors and problem situations.	<i>Materials (Resource List)</i>
<input type="checkbox"/> Have the class identify the types of driver errors identified by each small group.	<i>Materials (Appendix A) “Risk Awareness Part Three”</i>
<input type="checkbox"/> Optional assessment tools	<i>Materials (Appendix A)</i>
<input type="checkbox"/> Class participants should read pages 1 to 5 and pages 77 to 91 in the text, “How to Be a More Perceptive Driver.” The class participants should write three to five paragraphs on the reasons for risk-taking and at least one method to make reduced-risk decisions. The class participants should bring at least one article regarding a recent traffic collision.	<i>Materials (Resource List) Provided by school district</i>
<input type="checkbox"/> Remind the participants that the assignments are required for Session Two of this class and may serve as an assessment tool.	<i>Provided by school district</i>



# GUIDANCE FOR TEACHING AND LEARNING

## SESSION ONE: Mental and Perceptual Awareness

---

### **GOAL A:**                    **Course Introduction** (10-15 minutes)

- ☐ Register and pretest participants prior to the start of the coursework.
- ☐ Provide a copy of course requirements and review as an introductory activity.

The introduction may include:

- Course Title
- Facilitator
- Class Meeting Dates
- Completion Requirements
- Purpose of the Driver Enhancement Program
- Class Handouts

**GOAL B:                    Developing Risk Awareness (40-50 minutes)**

**Objective 1. The student will identify high-risk situations.**

- ☐ Develop a small group discussion or use a portion of the video entitled, “Don’t Wreck Your Life” as a method to identify risks associated with driving an automobile.

...Involve groups of four to six participants in determining the types of high-risk situations they have experienced. Use the handout sheet to have each group report on one or two of the situations discussed.

- ☐ Have the class identify the factors or reasons for the high-risk activities identified by each small group.

...Start the video after the PSA section and use the handout sheet to have each participant identify one of the situations discussed as a high-risk problem.

- ☐ Have the class identify the factors or reasons for the high-risk activities identified by some of the participants and place on board or flip chart.

**Objective 2. The student will identify methods to reduce driver risk in identified situations.**

- ☐ Use the group discussion technique to involve groups of four to six participants in determining methods that they may have experienced to reduce the risk causes or factors identified by the group. Ask a member of each group to write methods to reduce the risk on the board or flip chart.
- ☐ Have the class discuss how they reduce the risk based on the suggestions provided by the discussion. Be careful not to discourage comment at this point or direct it toward any particular goals.

**GOAL C:                    Making Effective Decisions (40-50 minutes)**

**Objective 1. The student will identify consequences associated with driver behaviors and collision factors.**

- ☐ Encourage a small group discussion or use a portion of the video entitled, “Don’t Wreck Your Life” as a method to identify consequences associated with driving and automobiles.

...Involve groups of four to six participants in determining the types of consequences that they have experienced. Use the handout sheet to have each group report on one social, economic, or legal consequence of the situations discussed.

- ☐ Have the class identify the types of consequences for the high-risk activities identified by each small group.

**Objective 2. The student will identify driver errors contributing to collisions.**

- ☐ Encourage a small group discussion or use a portion of the video entitled, “Don’t Wreck Your Life” as a method to identify driver errors associated with collisions.

...Involve groups of four to six participants in determining the types of driver errors that they have experienced. Use the handout sheet to have each group report on critical driver errors of the situations discussed.

...Use the handout sheet to have each participant identify at least two driver errors that may produce a collision situation.

- ☐ Have the class identify the types of driver errors identified by each small group. List them on the board or flip chart.

**Goal D:                      Session Assignments (10-15 min.)**

- ☐ Participants to read pages 1 to 5 and pages 77 to 91 in the text, “How To Be a More Perceptive Driver.”
- ☐ Participants should write three to five paragraphs on the reasons for risk-taking and at least one method to make reduced-risk decisions.
- ☐ Participant should choose one or more of the activities from the optional assessment tool. The assessment devices are listed in Appendix A.
- ☐ Participants should bring or copy at least one article regarding a recent traffic collision. This should be completed prior to the next class session.

...Rules for written assignment, article collections, optional assignment, and due dates should be established by the facilitator.

- ☐ Remind the participants that assignments are required for successful completion of Segment 2.

**School District**  
**Segment 2, Revised, Driver Education Student Record**

Student's Name \_\_\_\_\_

Telephone \_\_\_\_\_

Birth Date \_\_\_\_\_

Level 1 Driver

Segment 1 Training

License # \_\_\_\_\_

Location \_\_\_\_\_

Resident School District \_\_\_\_\_

Attendance School District \_\_\_\_\_

Driver Log \_\_\_\_\_

Cost (If Applicable) \_\_\_\_\_

I have successfully completed Segment 2 Session One	I have successfully completed Segment 2 Session Two	I have successfully completed Segment 2 Session Three
Assessment Completion	Assessment Completion	Assessment Completion
Student Signature	Student Signature	Student Signature
Instructor Signature	Instructor Signature	Instructor Signature
Date of Completion_____	Date of Completion_____	Date of Completion_____

Comments:

## Sample Pre-test Assignment

Name \_\_\_\_\_

Date \_\_\_\_\_

1. Give an example of a high-risk situation that you may have faced on the highway.  
\_\_\_\_\_  
\_\_\_\_\_
2. Give an example of two consequences of a collision or violation.  
\_\_\_\_\_  
\_\_\_\_\_
3. List two driver errors that may produce a collision.  
\_\_\_\_\_  
\_\_\_\_\_
4. What does zero tolerance refer to in driving?  
\_\_\_\_\_  
\_\_\_\_\_
5. What is the primary function of ABS?  
\_\_\_\_\_  
\_\_\_\_\_
6. What are the two primary traction losses that a driver may face on a slippery road?  
\_\_\_\_\_  
\_\_\_\_\_
7. How is the youthful collision rate any different than the older driver collision rate in regard to alcohol use?  
\_\_\_\_\_  
\_\_\_\_\_
8. Name a steering action and a speed control action which may be used to avoid a collision.  
\_\_\_\_\_  
\_\_\_\_\_
9. List a distracting condition situation which may lead to greater risk-taking with an automobile.  
\_\_\_\_\_  
\_\_\_\_\_
10. How does aggressive driving link to road rage?  
\_\_\_\_\_  
\_\_\_\_\_

## Segment 2, Revised, Driver Education Questionnaire

Name \_\_\_\_\_

I would rate my overall driving performance as: 1 2 3 4 5 6 7 8 9 10

I feel my skill proficiency level is:

\_\_\_\_ Excellent \_\_\_\_ Good \_\_\_\_ Average \_\_\_\_ Needs Improvement

I feel that I may need improvement or review of these skills:

A. \_\_\_\_\_ B: \_\_\_\_\_  
C. \_\_\_\_\_ D: \_\_\_\_\_

I drive this type(s) of vehicle(s): A. \_\_\_\_\_ B. \_\_\_\_\_  
C. \_\_\_\_\_ D. \_\_\_\_\_

I have had \_\_\_\_\_ violations involving:

I have experienced some vehicle handling problems like:

I probably had the problems stated above because:

List the most common driving problems that you have witnessed to this point in your driving.

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

What do you think is the most difficult task to becoming a good driver?

\_\_\_\_\_

List two characteristics of a good driver:

\_\_\_\_\_

Do you consistently use your safety belt as a driver? Yes No As a passenger? Yes No

Do your friends use their safety belts as a driver? Yes No As a passenger? Yes No

How has night driving been different for you than driving during daylight hours?

\_\_\_\_\_

Have you witnessed any friends or relatives driving while intoxicated? Yes No

If yes, were you in the vehicle as a passenger at the time? Yes No

## RISK AWARENESS ASSESSMENT

## Part One: Identifying Risk

While in discussion groups of four to six participants, determine the types of high-risk situations that you have experiences. Use the handout sheet to report on one or two of the situations discussed by the group.

Discussion Group \_\_\_\_\_ Situation One:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Discussion Group \_\_\_\_\_ Situation Two:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.



### Identifying Risk (continued)

Identify two risk factors or reasons for the high risk situations identified by your discussion group.

Situation One: \_\_\_\_\_

Risk Factor One: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Risk Factor Two: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Situation Two: \_\_\_\_\_

Risk Factor One: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Risk Factor Two: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Discussion Group \_\_\_\_\_

Names:

_____	_____
_____	_____
_____	_____
_____	_____

## Risk Awareness Assessment

### Part Two: Consequences

While in groups of four to six participants, determine the types of consequences for collisions or violations that they have experienced. Use the handout sheet to report on two or three of the consequences discussed.

Consequences:

Social (i.e., being grounded for a week):

---

---

---

---

Legal (i.e., being arrested):

---

---

---

---

Economic (i.e., fine or court costs):

---

---

---

---

Physical (i.e., injury):

---

---

---

---

Discussion Group \_\_\_\_\_

Names:

_____	_____
_____	_____
_____	_____
_____	_____

## Risk Awareness Assessment

### Part Three: Driver Errors

While in groups of four to six participants, record on this handout sheet at least two driver errors that may produce a collision situation at an intersection and at least two driver errors that may produce a collision in an area other than an intersection as identified by your group.

Driver Errors at Intersections:

---

---

---

---

---

---

---

---

---

---

---

---

Driver Errors Other than at Intersections:

---

---

---

---

---

---

---

---

---

---

---

---

Discussion Group \_\_\_\_\_

Names:

_____	_____
_____	_____
_____	_____
_____	_____

## **Optional Assessment Tools for Segment 2, Revised, Driver Education**

Students should be allowed fifteen (15) minutes to complete any of these Assessment Activities.

- Compare or contrast suggested problem solving strategies from the shared experiences of the group.
- Describe four situations that the driver's behavior may risk injury to him/herself and passengers.
- Present a cartoon, with accompanying description of the characters and dialogue, about a situation where the driver's behavior may risk injury to him/herself and passengers.
- Group Activity: Write as many explanations as you can that people give to the police officer when cited for "running a red light" or "NOT stopping at a stop sign."
- Resolve inconsistencies in logic of the statement: I don't wear a seat belt because it is very uncomfortable; you see, I am overweight; you see, I am a short person; you see, not only am I very tall, but I have long legs; the seat belt is broken; the seat belt scratches.
- Prepare a 2 minute speech to persuade, inform, entertain, or inspire your parents that you drive responsibly and safely.
- Use symbols, motifs, and descriptors that would warn your friend of certain "danger zones" when driving in your community.
- Describe archetypal adolescent experiences during the first 30 days of driving without being accompanied by an adult.
- Describe four effective strategies for a driver to use when someone is "tailgating."
- Describe four responsible and safe strategies for a driver to use when taking five passengers home after a homecoming football game.

**SESSION TWO: DRIVER FITNESS TASKS**  
**(Two Hours)**

---

**GOAL A:                    MAKING EFFECTIVE DECISIONS (30-40 minutes)**

1.     Identifying Consequences (15-20 minutes)
2.     Identifying Driver Actions (15-20 minutes)

**GOAL B:                    FATIGUE FACTORS (20-30 minutes)**

1.     Identifying Factors (10-15 minutes)
2.     Relate Factors to Risk (10-15 minutes)

**GOAL C:                    ROAD RAGE FACTORS (20-30 minutes)**

1.     Identifying Factors (5-10 minutes)
2.     Relate Factors to Risk (15-20 minutes)

**GOAL D:                    SUBSTANCE ABUSE FACTORS (30-40 minutes)**

1.     Recognize Impact of Zero Tolerance (10-15 minutes)
2.     Understand the influence of alcohol (20-25 minutes)

**GOAL E:                    SESSION ASSIGNMENTS (10-15 minutes)**

1.     Reading
2.     Article
3.     Writing
4.     Optional

## Tasks/Activities Summary

SESSION TWO

Two Hours
-----------

### TASK/ACTIVITIES

### RESOURCES

<input type="checkbox"/> Collect the class assignments and redistribute the articles and written paragraphs to small groups of four to six participants.	<i>As required by school district</i>
<input type="checkbox"/> Use the handout sheet to have each group report on the consequences associated with high-risk driver behavior.	<i>Materials (Appendix B) "Consequences &amp; Driver Actions"</i>
<input type="checkbox"/> Lead a class discussion as a culminating activity regarding driver behavior, responsibility for consequences, and actions to avoid a collision.	<i>Materials (Appendix B) "The 6 Pillars of Character"</i>
<input type="checkbox"/> Use the fact sheet, "Drowsy Driving" to introduce the concept of fatigue factors related to driving.	<i>Materials (Appendix B) "Drowsy Driving"</i>
<input type="checkbox"/> Use transparencies to lead overview of road rage.	<i>Transparency Appendix</i>
<input type="checkbox"/> Watch the video entitled "Preventing Road Rage" to identify driver errors.	<i>Materials (Resource List)</i>
<input type="checkbox"/> Use the handout to report driver errors.	<i>Materials (Appendix B) "Road Rage Factors"</i>
<input type="checkbox"/> Distribute brochure regarding Michigan Zero Tolerance Laws. Briefly discuss the enforcement procedures regarding this information.	<i>Materials (Resource List)</i>
<input type="checkbox"/> Conduct coordination activity in groups of 2	<i>Materials (Appendix B) "Losing Your Coordination"</i>
<input type="checkbox"/> Conduct DUI Goggles activity.	<i>Materials (Appendix B) "Goggles Activity List"</i>
<input type="checkbox"/> Optional assessment tools.	<i>Materials (Appendix B)</i>
<input type="checkbox"/> Assign the class to read pages 6 to 11 and pages 46 to 76 in the text, "How To Be a More Perceptive Driver." The student should write three to five paragraphs on methods to reduce risk-taking and at least one method to make reduced-risk decisions while driving. The student should bring at least one article regarding a recent alcohol-related driving problem or collision.	<i>Provided by school district</i>

# GUIDANCE FOR TEACHING AND LEARNING

## SESSION TWO: Driver Fitness Tasks

---

**GOAL A:**                    **Making Effective Decisions** (30-40 minutes)

**Objective 1. The student will identify consequences associated with high-risk driver behavior and vehicle operation.**

**Objective 2. The student will identify driver actions to reduce the severity of or avoid a collision.**

- ☐ Collect the class assignments and redistribute the articles and written paragraphs to small groups of four to six participants in order to determine reasons for risk-taking and at least one method to make reduced-risk decisions.
- ☐ Use the handout sheet to have each group report on the consequences associated with high-risk driver behavior and a driver action to avoid a potential collision as discussed.
- ☐ Lead a class discussion as a culminating activity regarding driver behavior, responsibility for consequences, and actions to avoid a collision. Build upon comments, articles submitted as class assignments, and textbook information.

Suggested Discussion Items:

- Collisions have multiple factors.
- Most factors are driver related.
- Drivers need to recognize real risk potential.
- Consequences are social, legal, and emotional.
- The ultimate responsibility lies with the driver.
- Good perception is critical to expose risk.
- Reduces risk decisions are mature decisions.

**GOAL B:                      Fatigue Factors (20-30 minutes)**

**Objective 1. The student will identify factors that may lead to driver fatigue.**

- ☐ Use the brochure, “Drowsy Driving” fact sheet, to introduce the concept of fatigue factors related to driving. Use the pretest found on page three or the transparency provided to introduce concepts to the class.
  
- ☐ Use group discussion techniques to stimulate thought about each of these issues.
  - Coffee overcomes the effects of drowsiness.
  - I can tell when I’m going to sleep.
  - I’m a safe driver so it doesn’t matter if I’m sleepy.
  - I can’t take naps.
  - I get plenty of sleep.
  - Being sleepy makes you misperceive things.
  - Young people need less sleep.

**Objective 2. The student will relate fatigue to risk awareness and effective decision-making.**

- ☐ Have the students read the “Drowsy Driving” fact sheet.
  
- ☐ Review the fact sheet in order to relate fatigue to lowered risk awareness and reduced ability to make effective decisions as well as other driver limitations.
  
- ☐ Review each concept area and ask for relationships to individual experiences.



**GOAL C:                    Road Rage Factors (20-30 minutes)**

**Objective 1. The student will identify factors that may lead to road rage.**

**Objective 2. The student will relate emotions and responsibility to risk awareness and effective decision-making.**

- ☐ Use the Transparencies to lead overview of road rage.
- ☐ Develop a small group discussion or use portions of the video entitled “Preventing Road Rage,” AAA Foundation as method to identify driver errors associated with collisions and the response of other drivers who cause problem situations.
- ☐ ...Involve groups of four to six participants in determining the types of driver errors that they have experienced and any unusual responses to the problem by the other drivers.
- ☐ ...Use the handout sheet to have each group report on critical driver errors and the situations discussed.
- ☐ ...Use the handout sheet to have each participant identify at least two driver errors that may produce a road rage incident.
- ☐ Identify the types of driver errors and the recommended response as identified by each small group or in the video provided.

**Goal D:                      Substance Abuse Factors (30-40 minutes)**

**Objective 1. The student will recognize the impact of Michigan Zero Tolerance Laws.**

**Objective 2. The student will understand through simulation the influence of alcohol.**

- ☐ Distribute brochure regarding Michigan Zero Tolerance Laws. Briefly discuss the enforcement procedures regarding this information.
- ☐ ...Encourage a local law enforcement officer to review the current law and discuss enforcement procedures.
- ☐ Conduct activities using DUI Goggles.
- ☐ In groups of two, work through the Losing Your Coordination activity sheet.

**Goal E:****Session Assignments (10-15 min.)**

- ☐ Participants to read pages 6 to 11 and pages 46 to 76 in the text, “How To Be a More Perceptive Driver.”
- ☐ Participants should write three to five paragraphs on the reasons for risk-taking and at least one method to make reduced-risk decisions.
- ☐ Participant should choose one or more of the activities from the optional assessment tool. The assessment devices are listed in the resource section of this guide.
- ☐ Participants should bring or copy at least one article regarding an alcohol-related driving problem.

...Rules for written assignment, article collection, optional assignment, and due dates should be established by the facilitator. Assessment devices are listed in the Appendix B.

- ☐ Remind the participants that the reading, written assignment, optional assignment, and collision article are required for Session Three of this class and will serve as an assessment tool.

## Part Four: Consequences and Driver Actions

With groups of four to six participants, report on the potential damages associated with high-risk behavior and list a driver action that could have been used to avoid a potential collision as discussed.

Collision Consequences	Appropriate Driver Actions

Discussion Group \_\_\_\_\_

Names:

_____	_____
_____	_____
_____	_____
_____	_____

# THE SIX PILLARS OF CHARACTER

*Describe how these characteristics have a direct relationship to driving an automobile.*

**TRUSTWORTHINESS** Be honest. *Don't deceive, cheat, or steal. Be reliable - do what you say you'll do.* Have the courage to do the right thing. Build a good reputation. Be loyal – stand by your family, friends, and country.

**RESPECT** Treat others with respect; follow the Golden Rule. Be tolerant of differences. *Use good manners, not bad language. Be considerate of the feelings of others. Don't threaten, hit, or hurt anyone.* Deal peacefully with anger, insults, and disagreements.

**RESPONSIBILITY** Do what you are supposed to do. *Persevere – keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before you act – consider the consequences.* Be accountable for your choices.

**FAIRNESS** *Play by the rules. Take turns and share.* Be open-minded; listen to others. Don't take advantage of others. *Don't blame others carelessly.*

**CARING** Be kind. Be compassionate and show you care. *Express gratitude. Forgive others.* Help people in need.

**CITIZENSHIP** Do your share to make your school and community better. Cooperate. Stay informed; vote. Be a good neighbor. *Obey laws and rules. Respect authority. Protect the environment.*

# Safety Smarts

From AAA Community Safety Services

## DROWSY DRIVING

If You Snooze You Lose!

Finding enough hours in the day seems to get tougher all the time. Juggling work, family, exercise, and fun can really take its toll. So what typically gets sacrificed? Sleep.

Yet sleep is one of the most important necessities you can give your body. Like food and water, sleep is a need your body requires to function properly.

Unfortunately, many ignore this natural urge. Getting behind the wheel while deprived of sleep is a dangerous combination. Just as dangerous – and potentially fatal – as drinking and driving.

### TRUTH OR CONSEQUENCES

There are several common misconceptions people have about sleep. Knowing the facts can help keep you from suffering the consequences.

**Stimulants are no substitute for sleep.** Coffee and colas contain caffeine and can help you feel more alert in the short term. However, if you're seriously sleep-deprived, you're likely to have "micro-sleeps" – brief naps that last four or five seconds. Time enough to cause a crash.

**You cannot control your sleep.** Sleep is not voluntary and can occur without you even knowing. You also cannot tell how long you've been asleep. What seems like a quick nod to you, may actually be several seconds or longer.

**Being a safe driver is not the same as an alert driver.** Lack of sleep causes all drivers to become confused and impair judgment. Drinking alcohol compounds this. Even one drink can feel like four or five if you're tired. If you have to drive late at night, don't make matters worse by drinking.

**Naps are for everyone.** Many people think they can't nap. Yet when tired and in a darkened environment, most people quickly fall asleep. Give yourself the chance by pulling over and reclining for 15 minutes. Only stop at well-lit rest stops or truck stops on heavily traveled roads. And always turn your engine off, lock your doors and roll up windows.

**Sleep can cause misperceptions.** A drowsy driver doesn't process information as fast or as accurately as an alert driver and is unable to react quickly. Misjudging your surroundings and slow reaction time are prime ingredients for an accident.

**Less than eight hours of sleep is usually not enough.** The average person needs seven or eight hours of sleep a night. If you wake up tired, you're probably not building up a sleep debt (see sidebar, *Are you in debt?*) If you're still tired after eight hours of sleep, you may have a sleeping disorder. Talk to your doctor about symptoms and ways to help.

**Teenagers and young adults need more sleep than people in their 30s.** They usually get less because they tend to feel more alert in the evening and think they don't need as much sleep. The feeling is temporary, however, and they can end up driving drowsy once the alertness wears off.

- Schedule a break every two hours or every 100 miles. Stop sooner if your showing signs of drowsiness.
- AAA TripTiks® can help you plan appropriate stops for napping, stretching, walking or exercise along the way.

**The most important fact to remember – getting enough sleep and not driving drowsy can save your life and someone else's.**

## **WAKE UP AND ENJOY THE DRIVE**

Here are a few tips on how to avoid driving tired – especially on long trips.

- Get enough sleep the night before and only drive during hours you're normally awake.
- Take a mid-afternoon break, and find a place to sleep between 10 p.m. and 6 a.m.
- Talk to your passenger, if any, and let him or her drive if you get tired.
- Anyone sleeping should be buckled up in the back.

## **WARNING: DROWSY DRIVER**

The following warning signs should alert you to a potential danger of falling asleep. If you experience any of these symptoms, pull over and take a nap immediately.

- Your eyes close or go out of focus by themselves.
- You have trouble keeping your head up.
- You can't stop yawning.
- You have wandering, disconnected thoughts.
- You don't remember driving the last few miles.
- You drift in and out of lanes, tailgate or miss traffic signs.
- You drift off the road.

### **ARE YOU IN DEBT?**

**Sleep debt occurs when you don't have enough sleep and you "owe" yourself more sleep. The payback is sleeping. You can't overcome it with willpower, and it won't go away by itself.**

**Many people have a large sleep debt because they either stay up too late or get up too early. A good night's rest is the only solution. If you don't provide your body with this important necessity, it will do it for you – perhaps while you're driving.**

# Road Rage Factors: Driver Actions and Responses

While in groups of four to six participants, list several driver actions that you have witnessed that could have caused a collision or produced an angry response.

List what you noticed about the road rage responses to the driver actions, and then list the appropriate response or driver action to be taken.

DRIVER ACTION RESPONSE	ANGRY RESPONSE	APPROPRIATE RESPONSE

Discussion Group \_\_\_\_\_

Names:

_____	_____
_____	_____
_____	_____

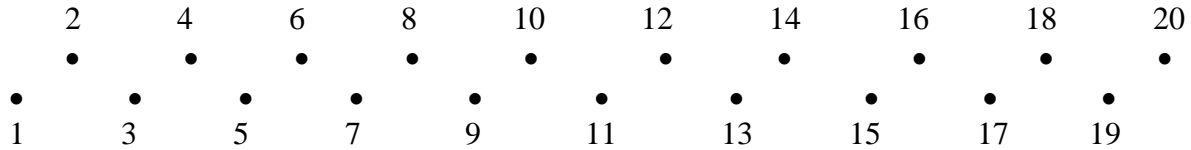


# Losing Your Coordination

Name \_\_\_\_\_

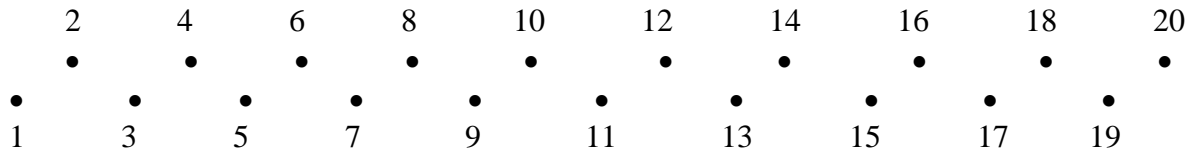
Complete this activity under the supervision of a teacher or classmate. Connect as many dots in part A as you can in *ten seconds*. Ask your partner to time you. Dots should be connected in number order.

## Part A



Have a classmate spin you around 15-20 times. Then connect as many dots in Part B as you can in *ten seconds*. Again, ask your partner to time you.

## Part B



The dizziness you felt in Part B is similar to the way people feel when they have a few drinks. Think about what you learned from this experiment.

1. How did you feel when you were trying to connect the dots in Part A?

---

---

2. How did you feel when you were trying to connect the dots in Part B?

---

---

3. What would it be like to ride a bicycle feeling the way you felt in Part B?

---

---

## DRUNK BUSTERS™ Goggles\* Activity List

- Walk the line** Ask the participant to take nine steps, in a straight line, walking heel to toe with their hands at their side, turn, and walk nine steps back, counting the steps out loud as they walk. (This is a Standardized Field Sobriety Test.)
- One-legged stand** With their hands to their side, have the participant lift one foot six inches off the floor, pointing his/her toes straight out. Looking at the extended foot, have the participant count out loud, “one thousand one, one thousand two...” etc. until they have held their foot out for 30 seconds. (This is a Standardized Field Sobriety Test.)
- Catch the balls** Have the participant put one hand behind his/her back, and then throw her/him five small “super balls” one at a time, asking the participant to catch them one-handed without using any other parts of her/his body to do so.
- Basketball drills** Pass the participant a basketball, ask them to dribble it from “point A to point B” and back, and then ask the participant to shoot a basket from the free throw line.
- Pick me up** Ask the participant to pick up car keys, coins, dice, paper clips, or pens from the floor as quickly as possible.
- Operate a car** Ask the participant to drive a remote control car through an obstacle course.
- Rise with a “drunk”** Using a wheel chair as a “car”, the “driver” needs to wear the DRUNK BUSTERS Goggles, which allows the “passenger” to experience the potential deadly consequences of riding with an impaired driver. This task gives the instructor a great opportunity to talk about choosing to ride with someone who actually is impaired.
- Build a tower** Using dominoes, ask the participant to quickly build a tower, two dominoes at a time.

### Other suggested ideas

- Have two participants play ping-pong.
- Ask the participant to try to thread a needle.
- Pour water from a plastic pitcher into a small plastic cup.
- Dial a telephone.
- Walk across the classroom and turn off a light switch.
- Ride as a passenger in a car and try to read street signs.
- Throw the participant a Frisbee.
- Putt a golf ball into a golf cup.
- Use a computer keyboard.
- Throw darts at balloons on a dartboard.
- Shoot a water pistol at a lighted candle.
- Ask the participant to unlock a lock.

For the most effective program, participants should have the opportunity to perform at least five of the above tasks while “sober” and then be asked to repeat the same tasks “impaired” while wearing the DRUNK BUSTERS Goggles\*. Remember that you are attempting to convince the participants that impaired driving can lead to fatal consequences. You are trying to create life long change with people who have possibly driven impaired before or young people who have never before been impaired. The more time you spend with each participant, the more effective your program. Stress to participants that the DRUNK BUSTERS Goggles only simulate visual impairment, and that when one is actually impaired from alcohol or drugs, that there are many other consequences. Consider supplementing your program with the powerful documentaries *Jane* or *Just Call Me Crash*. Remember to always spot your participants and that safety is the number one priority. If you have any questions, please call me at (920) 924-5751 or email me at [Curt@DrunkBusters.com](mailto:Curt@DrunkBusters.com).

Curt Kindschuh  
DRUNK BUSTERS of America, L.L.C.  
377 Grant Street  
Fond du Lac, Wisconsin 54935 USA

Visit our website at [www.drunkbusters.com](http://www.drunkbusters.com)

\*PATENT PENDING  
© 2000 DRUNK BUSTERS of America, L.L.C.

## **Optional Assessment Tools for Segment 2, Revised, Driver Education**

Students should be allowed fifteen (15) minutes to complete any of these Assessment Activities.

- Compare or contrast suggested problem solving strategies from the shared experiences of the group.
- Describe four situations that the driver's behavior may risk injury to him/herself and passengers.
- Present a cartoon, with accompanying description of the characters and dialogue, about a situation where the driver's behavior may risk injury to him/herself and passengers.
- Group Activity: Write as many explanations as you can that people give to the police officer when cited for "running a red light" or "NOT stopping at a stop sign."
- Resolve inconsistencies in logic of the statement: I don't wear a seat belt because it is very uncomfortable; you see, I am overweight; you see, I am a short person; you see, not only am I very tall, but I have long legs; the seat belt is broken; the seat belt scratches.
- Prepare a 2 minute speech to persuade, inform, entertain, or inspire your parents that you drive responsibly and safely.
- Use symbols, motifs, and descriptors that would warn your friend of certain "danger zones" when driving in your community.
- Describe archetypal adolescent experiences during the first 30 days of driving without being accompanied by an adult.
- Describe four effective strategies for a driver to use when someone is "tailgating."
- Describe four responsible and safe strategies for a driver to use when taking five passengers home after a homecoming football game.

**SESSION THREE: ADVANCED COLLISION ACTIONS**  
**(Two Hours)**

---

**GOAL A:                   SUBSTANCE ABUSE FACTORS (30-40 minutes)**

1.     Relate Collision Involvement (15-20 minutes)
2.     Identifying Impact of BAC on Risk (15-20 minutes)

**GOAL B:                   DRIVER ACTIONS (30-45 minutes)**

1.     Identifying Space Management Practices (10-15 minutes)
2.     Identifying Steering and Speed Control (10-15 minutes)
3.     Identifying New Technology Strategies (10-15 minutes)

**GOAL C:                   VEHICLE ACTIONS (20-30 minutes)**

1.     Identifying Effect of Vehicle Motion (10-15 minutes)
2.     Identifying Purposes of Technology (10-15 minutes)

**GOAL D:                   ENVIRONMENTAL FACTORS (35-50 minutes)**

1.     Recognize Vehicle Oversteer and Understeer (20-30 minutes)
2.     Identifying Distracting Situations (15-20 minutes)

**GOAL E:                   COURSE CONCLUSION / ASSESSMENT (10-15 minutes)**

## Tasks/Activities Summary

SESSION THREE

Two Hours
-----------

### TASK/ACTIVITIES

### RESOURCES

<input type="checkbox"/> Collect the class assignments and review some of the articles and written paragraphs to relate some of the alcohol-related problems.	<i>As required by program provider</i>
<input type="checkbox"/> Show transparency 3.1, “Relative Risk of Crash and Age” and note the reasons for zero tolerance are related to crash and injury rate regarding this age group.	<i>Transparency Appendix</i>
<input type="checkbox"/> Show transparency 3.2, “Chance For Driver Death For Age 16-19 By BAC Levels” and note the impact of blood alcohol concentrations (BAC) of less than .10% related to death rate regarding this age group.	<i>Transparency Appendix</i>
<input type="checkbox"/> Review space management practices (12-45), steering techniques (46-53, 67-76), and speed control techniques (54-76) used to minimize and avoid collisions.	<i>Materials (Resource List) “Perceptive Driver Booklet”</i>
<input type="checkbox"/> Hand out the brochure, “What You Need To Know About Airbags,” and discuss the dangers involved with seating position from steering wheel, hand position, steering wheel size, steering wheel response, and steering technique adjustments.	<i>Materials (Resource List)</i>
<input type="checkbox"/> Using “America Brakes For Safety,” discuss the dangers involved with improper use of pumping brake techniques with antilock braking systems.	<i>Materials (Resource List)</i>
<input type="checkbox"/> Develop a small group discussion using the brochure, “Get a Grip” to identify driver errors associated with traction loss.	<i>Materials (Resource List)</i>
<input type="checkbox"/> Show the video entitled, “Stomp, Stay, Steer” and create discussion about appropriate vision, speed, and steering techniques.	<i>Materials (Resource List)</i>
<input type="checkbox"/> Use the video or transparencies to create discussion about appropriate steering and braking techniques in weather-related situations.	<i>Transparency Appendix</i>
<input type="checkbox"/> Evaluate participant success prior to the end of the session by asking each to write three ways for improving driving to reduce the potential for collisions.	<i>Materials (Appendix C) “Final Assessment”</i>
<input type="checkbox"/> Optional Assessment Tools	<i>Materials (Appendix C)</i>
<input type="checkbox"/> Collect materials and place participant materials into folder as needed.	<i>Provided by program provider</i>
<input type="checkbox"/> Distribute Segment 2 Certificate of Completion.	<i>Provided by MDOS</i>

# GUIDANCE FOR TEACHING AND LEARNING

## SESSION THREE: Advanced Collision Actions

---

### **GOAL A: Substance Abuse Factors (30-40 minutes)**

#### **Objective 1. The student will relate youthful alcohol collision risk involvement to adult alcohol collision risk involvement.**

- ☐ Collect the class assignments and review alcohol articles as lead in to class session. Place in individual student folders for assessment purposes.
- ☐ Show transparency 3-1, “Relative Risk of Crash and Age” and note the reasons for zero tolerance are related to crash and death rate regarding this age group. These are national statistics updated in 1996 based on Mayhew (1983) research information. Crashes are based on comparison of single vehicle collisions so death rate risk factors can be determined. Comparisons of drivers with BAC to sober drivers in similar collisions. (Source: Driver Task Analysis Course, Coalition for Road and Traffic Safety, 1998)

#### **Objective 2. The student will identify the impact of blood alcohol concentrations (BAC) of less than .10% on driver risk awareness and decision-making.**

- ☐ Show transparency 3-2, “Chance For Driver Death For All Ages By BAC Levels” and note the impact of blood alcohol concentrations (BAC) in comparison to other age groups regarding death rate in 16-19 age group. This AAA study was designed to compare age of driver with relative risk of collision at specific BAC level. This is an update of work done by Simpson and Mayhew in California. (Source: Driver Task Analysis Course, Coalition for Road and Traffic Safety, 1998)

**GOAL B:                    Driver Actions (25-30 minutes)**

**Objective 1. The student will identify space management practices, which may reduce risk and allow time for decision-making.**

**Objective 2. The student will identify steering actions and speed control techniques used to avoid collisions and minimize impact.**

- ☐ Review pages 12 to 77 in the text, “How To Be a More Perceptive Driver.”
- ☐ The facilitator should review space management practices (12-45) used to minimize and avoid collisions.
- ☐ The facilitator should review steering techniques (46-53, 67-76) used to minimize and avoid collisions.
- ☐ The facilitator should review speed control techniques (54-77) used to minimize and avoid collisions. Ask for personal experiences from the group.

**Objective 3. The student will identify driver strategies related to using new vehicle technologies effectively.**

- ☐ Hand out the brochure, “What You Need To Know About Airbags.”
- ☐ Discuss the dangers involved with seating position from steering wheel, hand position, steering wheel size, steering wheel response, and steering technique adjustments.
- ☐ Ask for personal experiences from the group.
- ☐ Hand out the brochure, “America Brakes For Safety.”
- ☐ Discuss the dangers involved with improper use of pumping brake techniques on a vehicle equipped with disc/caliper and antilock braking systems.
- ☐ Review the most common errors and purpose of ABS in regard to improved steering under braking pressure.
- ☐ Review braking response to minimize or avoid collisions.

**GOAL C:                      Vehicle Action (20-30 minutes)**

**Objective 1. The student will relate to effects of momentum, gravity, inertia, and traction loss in personal driving situations.**

- ☐ Develop a small group discussion using the brochure, “Get A Grip” to identify driver errors associated with traction loss.
- ☐ Have the groups orally give a personal example of traction loss due to a problem with momentum, gravity, or inertia.
- ☐ List at least four examples of traction loss, location of traction loss, and results listed in personal experiences.

**Objective 2. The student will list and identify the purpose of new vehicle technology for reducing the collision effects of driver error.**

- ☐ Show one of the videos entitled, “Stomp, Stay, Steer.” 1999, or “America Brakes for Safety.” To create discussion about appropriate vision, speed adjustment, and steering techniques.
- ☐ Relate the concepts of traction loss with appropriate vision, steering, and braking responses.



## Goal D: Environmental Factors (35-50 minutes)

### Objective 1. The student will relate the concepts of vehicle understeer and vehicle oversteer to weather-related traction loss.

- ☐ Use a video or the transparencies to create discussion about appropriate steering and braking techniques in weather-related situations.
- ☐ Ask the group to respond to how they can recognize a traction loss and how they may respond to the loss of traction.

#### *Loss of Front Wheel Traction (Understeer) See Transparency 3.3*

Facilitators are sometimes reluctant to explain this concept. With new vehicle technology such as ABS, traction control, and suspension control, the motion concepts of vehicle traction loss are important. Many times drivers respond incorrectly and defeat the technology advantage.

Allowing ABS to aid in steering a car that has lost traction in the front is totally opposite of the method to correct a skid explained in Driver Ed. I. Many instructors in Segment 1 indicate that drivers should not use the pedals when skidding. With ABS, the front steering traction can be enhanced during understeer by using the brakes. Otherwise, a stabbing/jabbing technique will help just like ABS attempts to accomplish when used.

Recognition: The vehicle goes straight when the driver is steering... then (See Transparency 3.4)

This is the key element to controlling this traction loss. When recognized, the driver can release any pedal initially for balance, then go onto the ABS to aid in steering. It is important to recognize that steering inputs are limited to 17 degrees, so if it doesn't steer, then reduce the steering input.

#### Actions:

1. Look to intended path of travel.
2. Ease off any pedals.
3. Steer (only) toward path of travel.
4. Maintain visual target area.
5. Stab (jab) brake if vehicle continues straight.

See Transparency 3.5

#### *Loss of Rear Wheel Traction (Oversteer) See Transparency 3.6*

In this case, traction control technology and suspension adjustment technology aid in controlling wheel spin that often leads to this problem or sudden weight transfers to the side or the front, which can induce oversteering. Use of the accelerator in a progressive

manner (light to medium to heavy input) will help balance the car to the rear and reduce oversteering characteristics.

Recognition: The vehicle moves left or right when the driver is not steering...then (See Transparency 3.7)

This is the key element to controlling this traction loss. When recognized, the driver can release any pedal initially for balance, then go to the progressive acceleration to aid in steering the rear tires.

Actions:

1. Look to intended path of travel.
2. Ease off any pedals.
3. Steer (only) toward path of travel.
4. Maintain target area.
5. Progressive use of accelerator.

See Transparency 3.8

Prevention Considerations for Bad Weather:

- Reduce Speed
- Increase Following Interval
- Maintain Vigilance

See Transparency 3.9

**Objective 2. The student will identify distracting situations that lead to a need for greater risk awareness and better decision-making.**

- ☐ Develop a small group discussion using the brochure, “Be a Safer Driver.”
- ☐ Identify driver methods each driver can perform to reduce collision rate.
- ☐ Have the groups orally give personal examples of how they may be able to improve their driving to avoid collisions.

### **Goal E: Course Conclusion / Assessment (10-15 min.)**

- ☐ Evaluate participant success prior to the end of the session by asking each to write three ways they may improve their driving to reduce the potential for collisions.

...Use of the post-test or any other assessment device would be used here in place of the final writing assignment. The post-test should be the same as the pre-test in order to compare knowledge gain if the post-test option is used.

- ☐ Collect materials and place participant materials into folder and record class completion data as needed.

# Final Assessment

Using your personal and class experiences, list and briefly explain three ways that you could reduce your risk (chances) of having a collision on the roadway.

A. Risk Reduction Method: \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Risk Reduction Method: \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Risk Reduction Method: \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Session Three: Assessment

Name \_\_\_\_\_

Date \_\_\_\_\_

1. Give an example of a high-risk situation that you may have faced on the roadway.

---

---

2. Give an example of two consequences of a collision or violation.

---

---

3. List two driver errors that may produce a collision.

---

---

4. What does zero tolerance refer to in driving?

---

---

5. What is the primary function of ABS?

---

---

6. What are the two primary traction losses that a driver may face on a slippery road?

---

---

7. How is the youthful collision rate any different than the older driver collision rate in regard to alcohol use?

---

---

8. Name a steering action and a speed control action that may be used to avoid a collision.

---

---

9. List a distracting condition situation which may lead to greater risk-taking with an automobile.

---

---

10. How does aggressive driving link to road rage?

---

---

## **Optional Assessment Tools for Segment 2, Revised, Driver Education**

Students should be allowed fifteen (15) minutes to complete any of these Assessment Activities.

- Compare or contrast suggested problem solving strategies from the shared experiences of the group.
- Describe four situations that the driver's behavior may risk injury to him/herself and passengers.
- Present a cartoon, with accompanying description of the characters and dialogue, about a situation where the driver's behavior may risk injury to him/herself and passengers.
- Group Activity: Write as many explanations as you can that people give to the police officer when cited for "running a red light" or "NOT stopping at a stop sign."
- Resolve inconsistencies in logic of the statement: I don't wear a seat belt because it is very uncomfortable; you see, I am overweight; you see, I am a short person; you see, not only am I very tall, but I have long legs; the seat belt is broken; the seat belt scratches.
- Prepare a 2 minute speech to persuade, inform, entertain, or inspire your parents that you drive responsibly and safely.
- Use symbols, motifs, and descriptors that would warn your friend of certain "danger zones" when driving in your community.
- Describe archetypal adolescent experiences during the first 30 days of driving without being accompanied by an adult.
- Describe four effective strategies for a driver to use when someone is "tailgating."
- Describe four responsible and safe strategies for a driver to use when taking five passengers home after a homecoming football game.

## SEGMENT 2, REVISED, CURRICULUM RESOURCE LIST

### VIDEOS:

“Don’t Wreck Your Life,” 1996.  
Video, 13 minutes  
Michigan Resource Center  
111 W. Edgewood Blvd. Suite 11  
Lansing, Michigan 48911  
(800) 626-4636 **free on request**

“Preventing Road Rage,” 1998.  
Video, 14 minutes  
AAA Foundation for Traffic Safety  
1440 New York Avenue, NW  
Washington, DC 30005 **\$40.00**

“Driving Drunk: Your Choice?” 1998.  
Video, 14 minutes  
National Commission Against Drunk Driving  
Alcohol, Drunk Driving, and You  
710 11<sup>th</sup> Avenue, Suite 110  
Greeley, Colorado 80631  
[www.ncadd.com](http://www.ncadd.com)

“Cellular Telephone Safety Test”  
video from Verizon Wireless  
Available from Traffic Safety Association  
(800) 487-6709

“Driving in Bad Weather,” 1996.  
Video, 16 minutes  
AAA Foundation for Traffic Safety  
P.O. Box 8257  
Fredericksburg, Virginia 22404  
(800) 305-7233  
[www.aaafs.org](http://www.aaafs.org) **\$40.00**

“Kids in Cars. 1996.”  
CBS News Presentation  
CBS News Video Department  
New York, NY

Heads up at the Wheel  
National Sleep Foundation

“Young Drivers: The High Risk Years,” 1995.  
Video, 14 minutes  
Insurance Institute for Highway Safety  
1005 North Glebe Road  
Arlington, Virginia 22201  
(703) 247-1500 **\$40.00**

“Road Rage,” 1997.  
Video, 15 minutes  
National Safety Council  
(800) 621-6244 **\$70.00**

“Stomp, Stay, Steer”, ABS Training Video, 1999  
Video, 4.5 minutes  
Continental Teves, Inc.  
3000 University Drive  
Auburn Hills, Michigan 48326-2356  
(800) 694-5200 **free by request**

“Effects of Alcohol on Driving,” 1993.  
Video, 11 minutes  
Dr. Maurice Dennis, Director  
Center for Alcohol and Drug Education Studies  
Texas A&M University  
College Station, Texas 77845

“Modern Technology and Driving,” 1993.  
Video, 20 minutes  
National Safety Council, Intelligent Driver Series  
FLI Learning Systems, Inc.  
1121 Spring Lake Drive  
Itasca, Illinois 60143  
(800) 621-6244 **\$70.00**

“Fast Lanes; Risky Roads, 1996.”  
Video, 13 minutes  
GEICO, Inc.  
One GEICO Plaza,  
Washington, DC 20076-0001 **free on request**

“America Brakes for Safety”  
ABS Education Alliance  
[www.abs-education.org](http://www.abs-education.org)  
(800) ABS-8958

## **BROCHURES:**

“Don’t Wreck Your Life”  
Brochure  
Michigan Resource Center  
111 W. Edgewood Blvd., Suite 11  
Lansing, Michigan 48911  
(800) 626-4636

Drowsy Driving  
Fact sheet 1/99  
AAA Michigan  
Dearborn, MI

“America Brakes for Safety”  
ABS Education Alliance  
[www.abs-education.org](http://www.abs-education.org)  
(800) ABS-8958

“How to be a More Perceptive Driver,” 1998.  
Text Materials  
Warren Quensel  
Safety Enterprises  
Bloomington, Illinois  
(309) 828-0906 **\$3.00**

“Get A Grip-Wet Weather”  
Brochure  
American Automobile Association  
AAA Association Communication  
1000 AAA Drive  
Heathrow, Florida 32746-5063

FATAL VISION™ Goggles  
Innocorp, Ltd.  
P.O. Box 930064  
Verona, Wisconsin 53593-0064  
(800) 272-5023 **\$199.00**

“Drive Safer America”  
Brochure  
Continental Teves, Inc.  
3000 University Drive  
Auburn Hills, Michigan 48326-2356  
(800) 694-5200

“What You Need to Know About Airbags”  
Brochure  
American Coalition for Traffic Safety, Inc.  
110 N. Glebe Road, Suite 1020  
Arlington, Virginia 22201  
(703) 243-7501

“What Every Driver Must Know-Latest Revision”  
State of Michigan  
Secretary of State’s Office  
(517) 322-1166  
[www.sos.state.mi.us](http://www.sos.state.mi.us)

“Defensive Driving” Managing Visibility,  
Time and Space” Brochure  
American Automobile Association  
AAA Association Communication  
1000 AAA Drive  
Heathrow, Florida 32746-5063

“How to Go in the Snow”  
Brochure  
American Automobile Association  
AAA Association Communication  
1000 AAA Drive  
Heathrow, Florida 32746-5063



### **For Facilitator Review Only:**

“In Control with Sam Posey” 1989.  
65 minutes  
Road and Track Magazine  
Multivision Inc.  
Diamandis Communications, Inc.

“Behind the Wheel with Jackie Stewart” 1987  
60 minutes  
Ford Motor Company, Inc.  
Karl-Lorimar Video  
17942 Cowan  
Irvine, California 92714

### **Other Available Material:**

“Teaching Your Teens to Drive” CD-ROM,  
Video, and Handbook  
American Automobile Association  
AAA Association Communication  
1000 AAA Drive  
Heathrow, Florida 32746-5063

Driver Education 98 CD-ROM  
Sierra Online, Inc.  
[www.sierra.com](http://www.sierra.com)

Driver ZED CD-ROM  
AAA Foundation for Traffic Safety  
1440 New York Avenue, NW  
Washington, D.C. 20005

“Be Hip to This Kind of Trip” Brochure  
For parents on Michigan’s graduated licensing  
Michigan Resource Center  
(800) 626-4636  
OHSP 951 **No charge**

“Be Hip to This Kind of Trip” Brochure  
Parent information, sample form from  
Sec. of State certifying completion of 50  
hours of driving time  
Michigan Resource Center  
(800) 626-4636  
OHSP 952 **No charge**

Sudden Impact-An Occupant Protection Fact Book  
Item No. 1P0871 **No charge**  
NHTSA  
U.S. Department of Transportation  
Media and Marketing Division, NTS-21  
400 7<sup>th</sup> Street, S.W.  
Washington, D.C. 20590  
(202) 493-2062 - Fax  
[www.nhtsa.gov](http://www.nhtsa.gov)

## **Session Transparencies:**

“True or False”  
Transparency 2-1  
Michigan Department of Education

“Relative Risk of Crash”  
Transparency 3-2  
Michigan Department of Education

“Understeer Recognition”  
Transparency 3-4  
Michigan Department of Education

“Rear Wheel Traction Loss”  
Transparency 3-6  
Michigan Department of Education

“Oversteer Actions”  
Transparency 3-8  
Michigan Department of Education

“Relative Risk of Crash and Age”  
Transparency 3-1  
Michigan Department of Education

“Front Tire Traction Loss”  
Transparency 3-3  
Michigan Department of Education

“Understeer Actions”  
Transparency 3-5  
Michigan Department of Education

“Oversteer Recognition”  
Transparency 3-7  
Michigan Department of Education

“Traction Loss Prevention”  
Transparency 3-9  
Michigan Department of Education



## True or False

- Coffee Overcomes the Effects of Drowsiness.
- I Can Tell When I'm Going To Sleep.
- I'm A Safe Driver So It Doesn't Matter If I'm Sleepy.
- I Can't Take Naps.
- I Get Plenty of Sleep.
- Being Sleepy Makes You Misperceive Things.
- Young People Need Less Sleep.



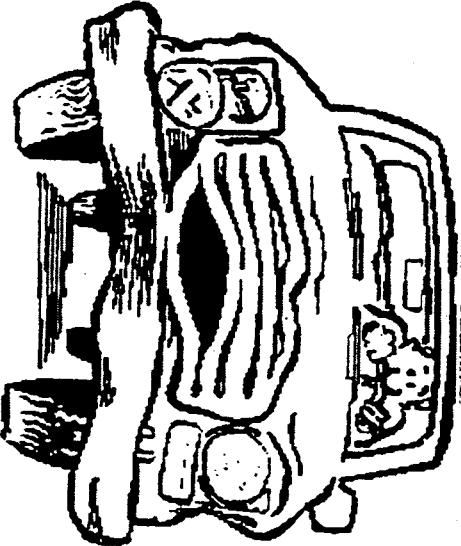
# Relative Risk of Crash and Age



## AGE 16-19 BY BAC LEVEL

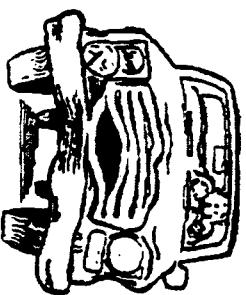
**BAC**

**INCREASED RISK OF DEATH**

.015 - .049		2.5
.05 - .079		9.0
.08 - .099		40.0
.10 - .149		90.0
.15 AND GREATER		420.0

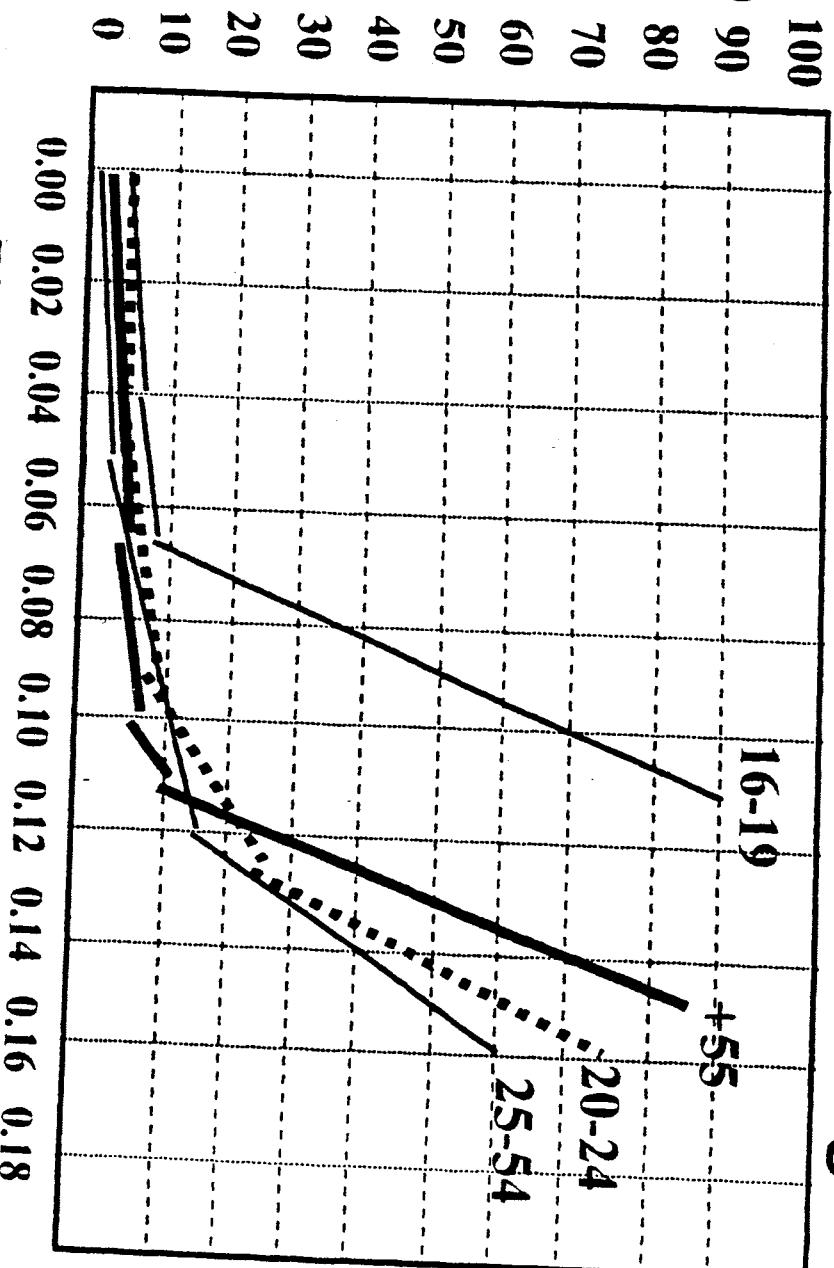


# Relative Risk of Crash



**Relative  
Risk  
of  
Fatal  
Crash**

**As a Function of BAC and Age**





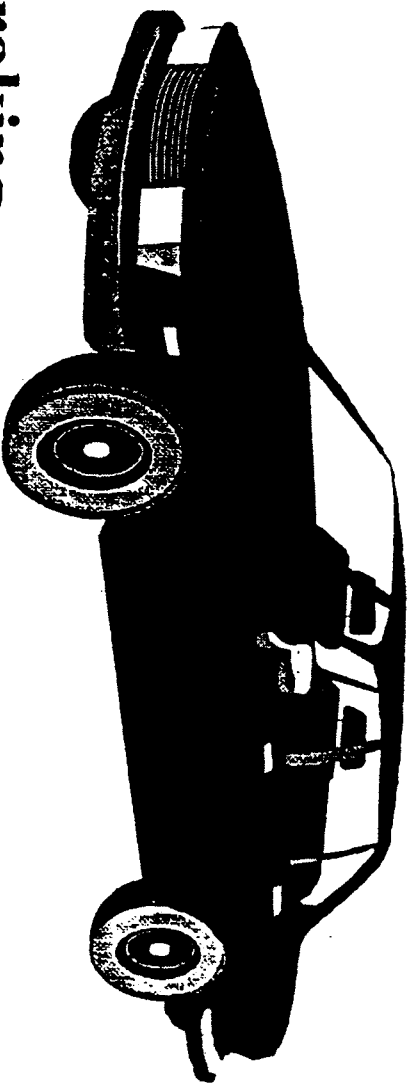
# Front Tire Traction Loss



## ■ Technical Term (Understeer)

### ■ Causes

- Improper Braking
- Improper Steering
- Improper Acceleration

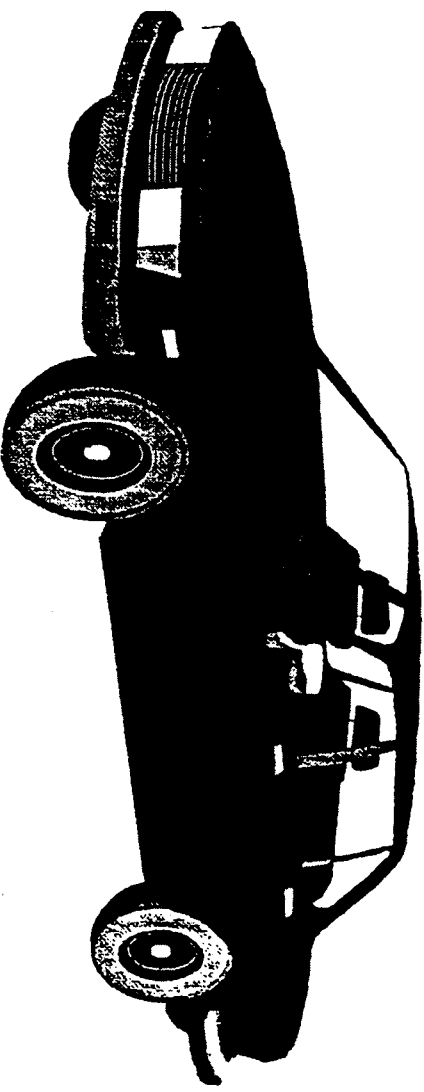




# Understeer Recognition



**The vehicle goes straight when the driver  
is steering**



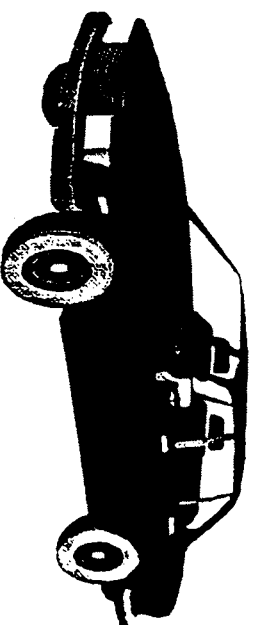
**Actions must be taken to allow front  
wheels to steer**



# Understeer Actions:



- Look to intended path of travel
- Ease off any pedals
- Steer (only) toward path of travel
- Maintain visual target area
- Stab (Jab) brake if vehicle continues straight
- ABS will assist in curve







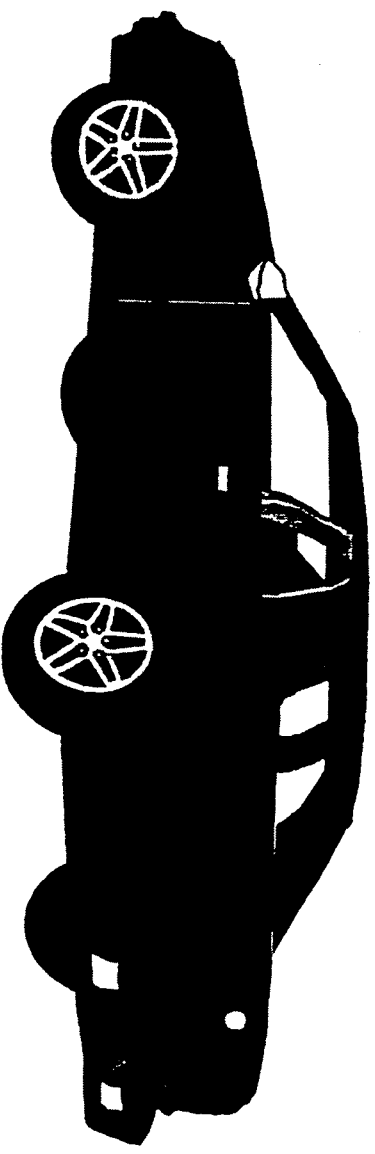
# Rear Wheel Traction Loss



## ■ Technical Term (Oversteer)

## ■ Causes

- Improper Braking
- Improper Steering
- Improper Acceleration

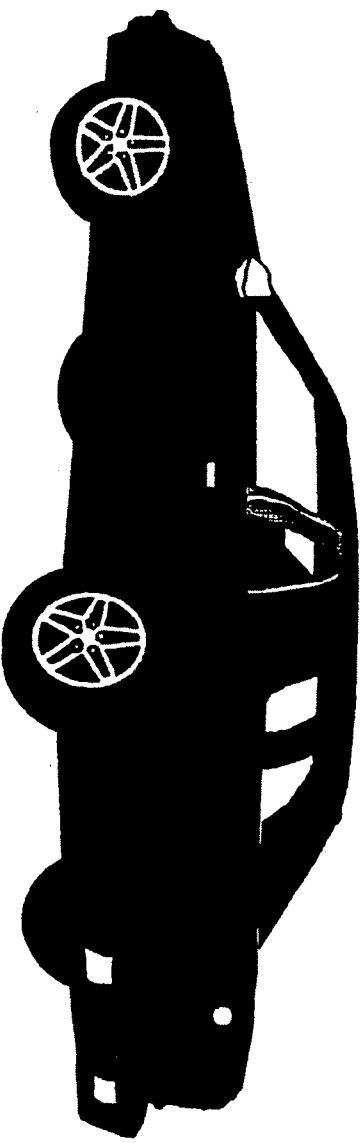




# Oversteer Recognition



- The vehicle moves left or right when the driver is not steering



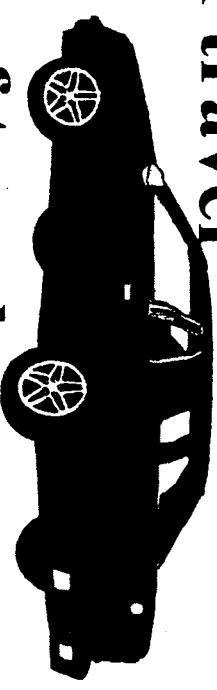
- Actions must be taken to allow rear wheels to maintain traction and steer



## Oversteer Actions:



- Look to intended path of travel
- Ease off any pedals
- Steer (only) toward path of travel
- Maintain visual target area
- Progressive use of accelerator
- ABS does not stop traction loss after it is started.. prevention tool

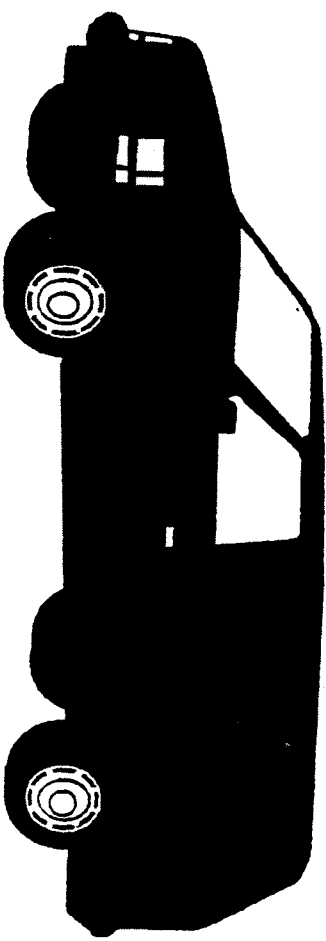




# Traction Loss Prevention



## Considerations for Bad Weather:



- Reduce Speed
- Increase Following Interval
- Maintain Vigilance

# ABS DEVELOPMENT

- WHEN WAS THE ABS TECHNOLOGY AVAILABLE?
- ON WHAT VEHICLES WAS THE FIRST COMMERCIAL APPLICATION OF ABS TECHNOLOGY USED?
- WHEN DID ABS BECOME AVAILABLE FOR PASSENGER VEHICLES?
- WHAT ROAD VEHICLES WERE FIRST REQUIRED TO INSTALL ABS ?



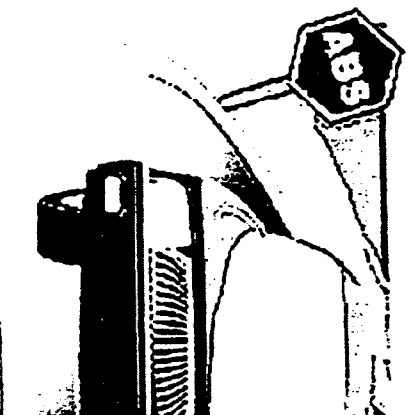
EDUCATION ALLIANCE  
Transparency 1

# TRACTION DEPENDS ON:

ROAD SURFACE

WEATHER CONDITIONS

TIRES



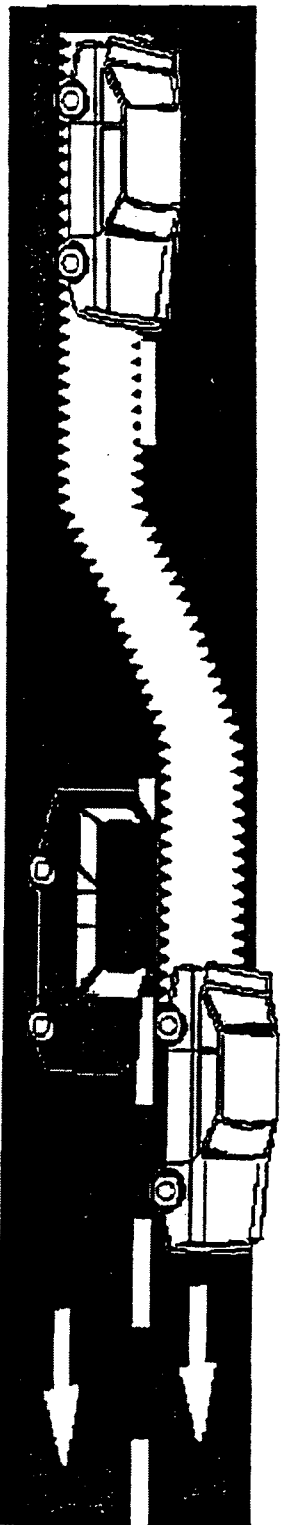
BRAKING TECHNIQUES

SPEED

# ABS ADVANTAGES

## ENHANCED BRAKING ACTION

## VEHICLE STEERABILITY



## VEHICLE STABILITY

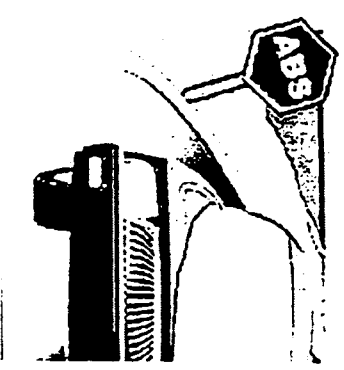
## STOPPING DISTANCE



Transparency 3

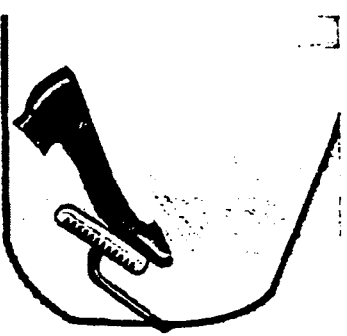
# WITH ANTI-LOCK BRAKING SYSTEMS, DO:

ADD TO YOUR FOLLOWING INTERVAL IN POOR  
WEATHER SAME AS CONVENTIONAL BRAKES...



PRACTICE USE OF ABS...

KEEP YOUR FOOT FIRMLY ON BRAKE...



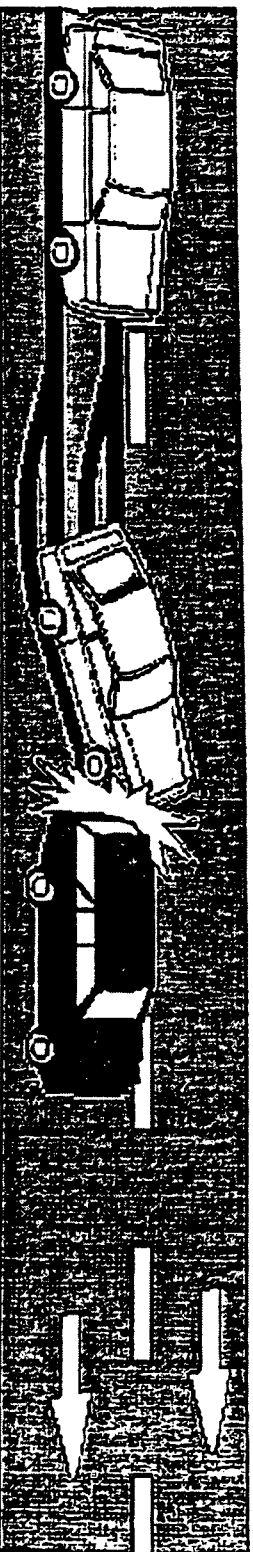
CHECK THE OWNER'S MANUAL FOR SPECIAL CONCERNS...



# WITH ANTI-LOCK BRAKING SYSTEMS, DO NOT:

**DRIVE MORE AGGRESSIVELY...**

**PUMP THE BRAKES...**



**FORGET TO STEER APPROPRIATELY...**

**BE ALARMED BY NOISE & VIBRATION...**



EDUCATION ALLIANCE  
Transparency B

**DRIVER EDUCATION INSTRUCTORS**

**PAGE**

1. Instructor Certification Requirements	1-5
a. Original	
b. Renewal	
c. Professional Development	
2. Fingerprint Based Michigan and FBI Criminal Histories	6
3. Medical Examination Report	7
4. Criminal History, Driving Record, Sanctions	8-11

**DRIVER EDUCATION INSTRUCTOR CERTIFICATION**

Applicants requesting certification as a driver education instructor may apply to the Secretary of State for a driver education instructor certificate in one or more of the following classifications:

1. Automobile driver training (teen and/or adult).
2. Truck driver training.

To qualify for a driver education instructor certificate from the Secretary of State an applicant must:

1. Be at least 21 years of age.
2. Possess a valid driver license that has been in continuous effect for not less than 5 years immediately preceding the application.
3. Provide the applicant's driver license number.
4. Provide a statement indicating whether the applicant has applied for a driver education instructor certificate in this or any other state, and the result of that application.
5. Provide a statement indicating whether the applicant has previously had a driver education instructor certificate revoked or suspended in this state or any other state.
6. Complete a criminal history check.
7. Certify there is no pending criminal matter or outstanding arrest, warrant, or conviction since submitting a request for a criminal history check.
8. Submit a \$45 nonrefundable application processing fee.
9. Submit a certified medical examination report that is not older than 90 days that is prepared by a physician, physician's assistant, or certified nurse practitioner.
10. Until December 31, 2007, a driver education instructor applicant for teen driver training must submit an official transcript from an approved college or university that currently offers driver education instructor programs.
11. Beginning January 1, 2008, a driver education instructor application for teen or adult driver training must submit an official transcript from an approved college, university, or person to verify the completion of a driver education instructor preparation program as described in Section 23 of PA 384 of 2006.
12. Other information and documents as requested by the Secretary of State to determine an applicant's qualifications for certification.

Driver education providers may not employ a person as an instructor until the person has been certified by the Secretary of State. Instructor certification applicants may not begin providing training (classroom or behind-the-wheel) to students until a certificate has been issued.

Separate certifications are not required for providing instruction in the same classification (i.e. truck or automobile) for multiple providers.

The driver education certificate is the official identification of an instructor and, when presented to a student, assures them that the instructor is certified. The certificate must be displayed in a location that is in view of the students.

### **Driving Record Requirements**

Instructor certification applicants must possess a driving record that is consistent with standards established in Section 61 of PA 384 of 2006 (MCL 256.681). These standards include the following:

1. Has not received a conviction for which 4 or more points were assessed under MCL 257.320a within the 5 years preceding the date the application was submitted; or
2. Within the 2 years preceding the date the application was submitted:
  - a. Has not had 3 or more driver license denials, suspensions, or revocations, or any combination, imposed by the Secretary of State for the failure to appear in court (FAC) or a failure to comply with a court judgment (FCJ) within the prior 2 years before application.
  - b. Has not received a conviction or finding of responsibility for a traffic violation in connection with 2 or more motor vehicle accidents.
  - c. Has not accumulated 6 or more points under MCL 257.320a.

If an instructor certification applicant moved to Michigan from another state during the 3-year period preceding the date on the instructor certification application and was issued a driver license by that state, a certified copy of the applicant's driving record from the prior state of residence must be submitted with the instructor certification application.

### **Out-of-State Driver License**

A driver education certification instructor applicant who is not a resident of the state must submit an up-to-date certified driving record from the applicant's state of residence to the Secretary of State. The applicant must agree in a manner as prescribed by the Secretary of State to submit an up-to-date certified driving record every 60 days for as long as the applicant is not a resident of this state.

**Conditional Driver Education Instructor Certificate**

Effective September 1, 2007, a conditional driver education instructor certificate may be issued to an individual who has completed the first three courses of an approved university driver education instructor preparation program. A person shall not participate in a practicum course conducted by a college or university or by a person approved by the Secretary of State unless the person possesses a conditional driver education instructor certificate.

A person shall apply to the Secretary of State for a conditional driver education instructor certificate. The Secretary of State may issue to a person a conditional driver education instructor certificate after the person presents satisfactory evidence to the Secretary of State that the applicant complies with both of the following:

1. Meets all of the driver education instructor application requirements for an original instructor certificate except for the completion of a practicum course.
2. Is enrolled in a practicum course conducted by a college or university or by a person approved by the Secretary of State.

**This does not apply to an applicant for a driver education instructor certificate that is limited to the truck driver training classification.**

**DRIVER EDUCATION INSTRUCTOR RENEWAL CERTIFICATION**

A certified driver education instructor may apply to the Secretary of State for renewal of his or her driver education instructor certificate by submitting:

1. A properly completed application signed by the applicant.
2. A certification that the applicant complies with the professional development requirements and any additional verification regarding compliance with the professional development requirements as prescribed by the Secretary of State.
3. A nonrefundable application processing fee of \$45.
4. A certified medical examination report that is not older than 90 days.
5. A criminal history check (every four years at the time of certificate renewal).
6. Other information and documents prescribed by the Secretary of State.

When the Secretary of State receives a properly completed renewal application before the applicant's current certificate expires, the certificate continues in full force and effect until the new application is approved or denied.

If a properly completed renewal application is **not received** before a driver education instructor certificate expires, the driver education instructor shall not offer to engage or engage in the activity of a driver education instructor until the Secretary of State issues an original or renewal certificate.

If a properly completed renewal application is received within 30 days after the certification's expiration date, then a renewal certificate will be issued.

An instructor that applies for a certificate renewal later than 30 days after the certificate expires shall apply to the Secretary of State for an original driver education instructor certificate.

## **PROFESSIONAL DEVELOPMENT**

Professional development will be required for all driver education instructors who apply for an instructor renewal certification.

The Secretary of State shall establish the professional development requirements. Professional development requirements shall provide the following:

1. The criteria a driver education instructor shall follow to select an activity to meet the professional development requirements. The criteria will be posted on the Secretary of State Web site on or about March 1, 2007.
2. The date an instructor shall complete the requirements.

**FINGERPRINT-BASED MICHIGAN AND FBI CRIMINAL HISTORIES - INSTRUCTOR**

All driver education instructors are required by law to provide State (Michigan) and FBI criminal records (fingerprint-based) to the Secretary of State. The Michigan State Police has contracted with a private vendor, Identix Identification Services (IIS), to provide an electronic fingerprinting service. To obtain fingerprint based criminal records, the following steps must be completed:

1. Applicants must send a request for a criminal history check to the Michigan State Police with the required fees. The Livescan request form can be obtained by contacting the Secretary of State at (517) 241-6850, on the Web at [www.Michigan.gov/sos](http://www.Michigan.gov/sos), or sending an e-mail to [DriverEd@michigan.gov](mailto:DriverEd@michigan.gov).
2. Contact Identix at 1-866-226-2952 or on the Web at [www.mi.iisfingerprint.com/](http://www.mi.iisfingerprint.com/) to schedule an appointment for the electronic fingerprinting.
3. The Michigan State Police will conduct a criminal history check within 45 days after receiving a proper request and required fees. After conducting the criminal history check and within the same 45 days, the Michigan State Police will provide a report of any information found to the Secretary of State.
4. Except as otherwise provided, the Secretary of State shall not approve an original or renewal driver education instructor certificate before receiving and reviewing the applicable criminal history checks from the Michigan State Police and the Federal Bureau of Investigation.
5. The Secretary of State shall use the criminal history report only for evaluating an applicant's qualifications to receive a driver education instructor certificate.

The Secretary of State is prohibited from issuing a certificate to a driver education applicant who has a prior (within past 10 years) felony or misdemeanor conviction for criminal sexual conduct or a felony conviction for a crime in which an element of the crime was the use or threat of use of physical force.

**Requests for Updated Criminal History Records**

Instructors are required to submit Michigan State Police and FBI criminal history records (fingerprint based) with the original instructor certification application and every four years with the renewal certification application in order to be certified.

Submitting "fingerprints" does not satisfy the criminal history record requirement. The requirement is not satisfied until the actual State and FBI criminal history records are received and reviewed by Secretary of State staff.



## **MEDICAL EXAMINATION REPORTS**

All driver education instructors must be physically able to operate a motor vehicle and to train others in the operation of motor vehicles. To verify an instructor's physical ability, a dated medical examination report, preferably the Secretary of State's Medical Examination Report (DES-016), must be submitted to the Secretary of State.

The Department of Transportation's "Medical Examination Report for Commercial Driver Fitness Determination" will be accepted in place of the form prescribed by the Secretary of State.

The Department of Education's "School Bus Driver Medical Examination Form – Physician's Certificate" can also be accepted in place of the Medical Examination Report.

### **Submitting an Updated Medical Examination Report**

Updated medical examination reports must be submitted by the due date. If the updated medical report is not received by the due date, it may result in the instructor's certificate being suspended until the form is received and the medical requirement has been met.

If an instructor's medical examination report is submitted with the original instructor certification application, then the updated medical examination report will need to be submitted with the instructor renewal certification application (biennially).

**CRIMINAL HISTORY (PROVIDERS AND INSTRUCTORS)**

**Section 59** (PA 384 of 2006)

1. The Secretary of State shall automatically deny an original or renewal application for a driver education provider or instructor certificate, and shall automatically revoke a provider or instructor certificate without the necessity for notice and an opportunity for a hearing, if a criminal history check indicates a conviction of a violation or attempted violation of any of the following:
  - a. Criminal sexual conduct, assault with intent to commit criminal sexual conduct, or an attempt to commit criminal sexual conduct, in any degree under MCL 750.520b to 750.520g.
  - b. A felony involving a criminal assault or battery on an individual.
  - c. A crime involving felonious assault on a child, child abuse in the first degree, cruelty, torture, or indecent exposure involving a child.
  - d. A felony involving the manufacture, distribution, or dispensing of a controlled substance or possession with intent to manufacture, distribute, or dispense a controlled substance.
  - e. A felony conviction involving fraud as an element of the crime.
2. A denial or revocation shall continue for not less than 10 years from the date of the conviction.

**DRIVING RECORD**

**Section 61**

1. The Secretary of State shall automatically deny a driver education provider or instructor application or revoke a provider's or instructor's certificate without notice and an opportunity for a hearing, for a conviction for a violation or attempted violation for which 4 or more points are assessed under MCL 257.320a.

The denial or revocation shall remain in effect until the individual completes 5 consecutive years without another 4 or more point conviction under MCL 257.320a.

2. The Secretary of State shall automatically deny a driver education provider or instructor application or revoke a provider's or instructor's certificate without notice and an opportunity for a hearing, until the individual does not have within the prior 2 years, 1 or more of the following:
  - a. Any combination of three or more driver license denials, suspensions, or revocations for failure to appear in court of a failure to comply with a court judgment under MCL 257.321a.

- b. Conviction or finding of responsibility for a traffic violation in connection with 2 or more motor vehicle accidents.
- c. An accumulation of 6 or more points under MCL 257.320a.
- d. Transportation or possession of open alcohol container in vehicle.
- e. Person less than 21 years of age with any bodily alcohol content.
- f. Careless or negligent driving resulting in civil infraction.

### **Section 63**

1. The Secretary of State shall automatically suspend or revoke a driver education instructor's certificate without notice and an opportunity for a hearing if the instructor's driver license is denied, suspended, revoked, or canceled by this state or another state. A driver education instructor whose driver license is denied, suspended, revoked, or canceled by this state or another state shall immediately return his or her instructor's certificate to the Secretary of State.
2. The Secretary of State may reinstate a driver education instructor's certificate suspended under this section if the instructor's driver license denial, suspension, revocation, or cancellation terminates before the instructor's certificate expires and the instructor submits a written request to the Secretary of State, as prescribed by the Secretary of State, for that reinstatement.
3. The Secretary of State shall not reinstate a driver education instructor certificate that is revoked under this section. A driver education instructor whose certificate is revoked may apply to the Secretary of State for an original driver education instructor certificate.

### **DECEPTIVE OR UNCONSCIONABLE METHODS, ACTS, OR PRACTICES**

#### **Section 67**

A driver education provider or instructor shall not engage in a deceptive or unconscionable method, act, or practice. The following are deceptive or unconscionable methods, acts, or practices:

- a. Using, adopting, or conducting business under a name that is the same as, like, or deceptively similar to, the name of another driver education provider.
- b. Except as otherwise provided in this subsection, using the word "state," "government," municipal," "city," or "county" as part of the name of the driver education provider. This provision does not apply to an educational institution or a governmental agency.
- c. Advertising, representing, or implying that a driver education provider is supervised, recommended, or endorsed by, or affiliated or associated with, or employed by, or an agent or representative of this state, the Secretary of State, or a bureau of the Secretary of State.

- d. Advertising or publicizing under a name other than the provider's full business name as identified on the provider's application for a driver education provider certificate.
- e. Advertising that the provider is open for business before the Secretary of State issues a driver education provider certificate to the provider.
- f. Soliciting business on the premises of any facility rented, leased, owned, or used by the Secretary of State.
- g. Misrepresenting the quantity or quality of the instruction provided or the requirements for a driver license, endorsement, minor restricted or temporary permit, or driver education certificate.
- h. Failing to promptly restore any deposit, down payment, or other payment that a person is entitled to after an agreement is rescinded, canceled, or otherwise terminated as required under the agreement or applicable law.
- i. Taking advantage of a student's or potential student's inability to reasonably protect his or her interest because of a disability, illiteracy, or inability to understand the language of an agreement, if the driver education provider knows or reasonably should have known of the student's or potential student's inability.
- j. Failing to honor a term of a student's, parent's, or legal guardian's agreement.
- k. Falsifying a document, agreement, record, report, or certificate required under this act or a rule promulgated under this act.
- l. Causing or allowing a student, parent, or legal guardian to sign a document in blank.

## **SANCTIONS**

### **Section 69**

- 1. Except as otherwise provided in this act, the Secretary of State may impose 1 or more of the sanctions in subsection (2) after notice and opportunity for a hearing if the Secretary of State determines that a person, a driver education provider, a driver education instructor, or an applicant for either a provider or instructor certificate did 1 or more of the following:
  - a. Failed to meet a requirement under this act or a rule promulgated under this act.
  - b. Violated this act or a rule promulgated under this act.
  - c. Made an untrue or misleading statement of a material fact to the Secretary of State or concealed a material fact in connection with an application for a provider or instructor certificate.
  - d. Permitted fraud or engaged in a fraudulent method, act, or practice in connection with a driver license or temporary driving permit application submitted to the Secretary of State, or induced or countenanced fraud or a fraudulent method, act, or practice on the part of an applicant for a driver license or permit.
  - e. Engaged in an unfair or deceptive method, act, or practice or made an untrue statement of a material fact.
  - f. Violated a condition of probation or suspension or an order issued under this act.
  - g. Failed to maintain good moral character as defined and determined under 1974 PA 381, MCL 338.41 to 338.47, in connection with business operations.

2. After the Secretary of State determines that a person, a driver education provider, a driver education instructor, or an applicant for a provider or instructor certificate committed a violation listed in subsection (1), the Secretary of State may impose upon the person, provider, instructor, or applicant 1 or more of the following sanctions:
  - a. Denial of an application for a driver education provider certificate or a driver education instructor certificate.
  - b. Suspension or revocation of a driver education provider certificate or a driver education instructor certificate.
  - c. An administrative fine paid to the Secretary of State in an amount not to exceed \$1,000 for each violation.
  - d. A requirement to take the affirmative action determined necessary by the Secretary of State, including payment of restitution to a student or to an injured person.
3. A sanction may be imposed under subsection (2) in addition to criminal penalties otherwise imposed for the same violation under this act or by law. The remedies and sanctions under this act are independent and cumulative.

**APPENDIX**

1. Approved Universities and Colleges
2. Graduated Driver Licensing (GDL) System

**FORMS**

3. Original Application for Driver Education Instructor Certificate (DES-015)
4. Livescan Fingerprint Request (DES-025)
5. Medical Examination (DES-016)

**MICHIGAN DEPARTMENT OF STATE  
DRIVER EDUCATION SECTION**

**Approved Driver Education Instructor Preparation Universities**

Central Michigan University  
College of Extended Learning  
Greater Michigan Programs  
Mt. Pleasant MI 48859  
1-877-268-4636

Classes are offered outside of the  
Mt. Pleasant area. Call for locations.  
**4 classes to be taken**  
**2 semester credits each**

Northern Michigan University  
Department of Industrial Technologies  
1401 Presque Isle Avenue  
Marquette, MI 49855-5396  
(906) 227-2135

**2 classes to be taken**  
**4 semester credits each**  
(offered only on campus by demand)

Wayne State University  
HPER Department  
265 Matthaei  
Detroit MI 48202  
(313) 577-4265  
Carol Horn

**3 classes to be taken**  
**3 semester credits each**  
Farmington Hills Location

**Instructors completing at least eight semester credits of teacher preparation coursework through the following programs would also be eligible for approval:**

Bethel College  
Mishawaka, Indiana  
(800) 422-4251

**4 classes to be taken**  
**3 semester credits each**

National Credentialing Program  
American Driver and Traffic Safety  
Education Association (ADTSEA)  
Michigan Driver and Traffic Safety  
Education Association (MDTSEA)  
St. Cloud State University  
St. Cloud, MN  
(800) 419-9509

Classes offered throughout Michigan  
**3 classes to be taken**  
**3 semester credits each**

[www.adtsea.iup.edu/michigan/teacher\\_prep](http://www.adtsea.iup.edu/michigan/teacher_prep)

## MICHIGAN'S GRADUATED LICENSING SYSTEM

<b>DRIVER EDUCATION SEGMENT 1</b>	<b>LEVEL 1 LICENSE</b>	<b>PREPARATION FOR DRIVER EDUCATION SEGMENT 2</b>	<b>DRIVER EDUCATION SEGMENT 2</b>	<b>PREPARATION FOR ROAD TEST</b>	<b>ROAD TEST</b>	<b>LEVEL 2 LICENSE</b>	<b>LEVEL 3 LICENSE</b>
Minimum age of 14 years and 8 months  Vision/health screening prior to behind the wheel experience  24 hours of classroom  6 hours behind the wheel  4 hours of behind the wheel observation time  Written exam	No \$ fee  14 years and 9 months  Vision exam  Health standards  Written approval of parents  May drive only with parent or designated licensed adult age 21 or older	30 hours of the required 50 hours of behind the wheel practice driving with parent, including 2 of the required 10 hours night driving  Held a valid level 1 license for not less than 3 consecutive months.	6 hours of classroom  Written exam required (after 09/01/07)	Complete what remains of the required 50 hours behind the wheel; including what remains of the 10 hours required night driving  Review study guides	\$ Fee will vary  Minimum of 6 months at Level 1  Vehicle inspection  Off-roadway test  On-roadway test	\$ Fee  16 years of age  90 days crash/violation free prior to application for Level 2 license  May drive without supervision except from midnight to 5 a.m. Driving is permitted from midnight to 5 a.m. only if driving to or from employment or with a parent or designated adult age 21 or older	No \$ fee  17 years of age  Minimum of 6 months at Level 2  12 consecutive months of violation/crash free driving at Level 1/Level 2 prior to application for Level 3 license  Full driving privileges with no restrictions
Minimum 3 week class	Minimum of 6 months					Minimum of 6 months	



## ORIGINAL APPLICATION FOR DRIVER EDUCATION INSTRUCTOR CERTIFICATE

Certificate Number	
Approved by:	Date:

An individual may not provide instruction (classroom or behind-the-wheel)  
for any driver education provider before the instructor certificate has been issued.

**INSTRUCTIONS FOR APPLICANT:** Fill in all of the requested information. Sign and date the form, and return it with the required application processing fee and supporting documentation. A copy of the instructor certificate must be given to each provider where the instructor is employed.

Name: Last		First	Middle	Date of Birth
Street Address				City, State, Zip
Driver License Number	State of Licensure	E-mail Address	Home Phone ( )	

What type of program(s) are you qualified to teach?

- ☐ Teen (14.8-18)    ☐ Adult (18+)    ☐ Truck

**If teaching teens, attach a copy of college or university transcript verifying the successful completion of required driver education coursework.**

Have you ever been previously licensed as a driver education instructor in Michigan or any other state?

- ☐ Yes ☐ No If **YES**, please provide instructor certificate (license) number and state of licensure.

Have you ever been refused the issuance of a provider or instructor certificate (license), or had a provider or instructor certificate (license) revoked or suspended in Michigan or any other state?

- ☐ Yes ☐ No If **YES**, give complete details on a separate sheet.

Have you ever been arrested or convicted of a crime?

- ☐ Yes ☐ No If **YES**, give complete details on a separate sheet. Include the arresting police agency, court of jurisdiction, conviction (if applicable), date of conviction, and case number (if known).

### SIGNATURE AND CERTIFICATIONS

**Any misleading, incomplete, or false statement may be grounds for denial of this application, or suspension or revocation of the certificate issued.**

- I hereby grant the licensing authority in any state or jurisdiction permission to release information concerning any previous certification (license) applications, certification (license) history, and disciplinary actions or sanctions to the Secretary of State.
- I stipulate and agree that any legal process affecting me, served on the Department of State, shall have the same effect as if personally served on me. I agree that this appointment shall remain in force as long as I have any outstanding liability within this state by authority of 2006 PA 384.
- I hereby certify that I do not have a pending criminal matter or an outstanding arrest, warrant, or conviction since submitting a request for my criminal history check.
- I authorize the Department of State to receive and review my criminal history obtained from the Michigan State Police and the FBI. I understand that the cost of the criminal history check is my responsibility.
- I hereby certify that the statements contained in this application are true to the best of my knowledge and belief.

Printed Name

Signature

Date

#### Return with application:

- Check or money order for \$45 made payable to **State of Michigan**.
- Medical Examination Report (signed within the past 90 days).
- TEEN INSTRUCTORS ONLY:** A copy of college or university transcript verifying successful completion of required driver education coursework.

*Criminal history check (Livescan) results will be forwarded  
to the Department of State by the Michigan State Police.*

#### Mail application, fees, and supporting documentation to:

Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

DEPARTMENT USE ONLY

Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

## Live Scan Fingerprint Request

### Instructions for Applicant:

1. Complete APPLICANT INFORMATION below.
2. Contact Identix to schedule an appointment to be fingerprinted.
  - a. Telephone 1-866-226-2952, or
  - b. Visit website at [www.Identix.com](http://www.Identix.com)
3. Attend appointment and pay \$70 fee payable to IIS.
4. Must provide a picture ID to be fingerprinted.

Criminal history report will be forwarded to the Department of State by the Michigan State Police within 45 days.

## APPLICANT INFORMATION

Applicant Name:	Last	First	Middle
Date of Birth	Race	Sex	
Street Address			
City	State	Zip	PhoneNumber (     )
Check One:	<input type="checkbox"/> Owner, designated representative/coordinator, authorized official, etc. <input type="checkbox"/> Instructor		

Date  
Fingerprinted: \_\_\_\_\_

Type of Picture  
ID Presented: \_\_\_\_\_

## REQUESTING AGENCY INFORMATION

Agency ID: 3720E  
(RQID)

Agency Name: Bureau of Regulatory Services

Reason Fingerprinted: Department of State, Driver Education Certification (MCL 256.649)

Disclaimer: Any and all fingerprints processed with incorrect fingerprint codes/reasons, etc., are the applicant's responsibility. Michigan State Police will charge for second requests due to an incorrect fingerprint reason.

Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

## Medical Examination Report

**INSTRUCTIONS FOR APPLICANT:** A Medical Examination Report completed by a physician, a physician's assistant, or a certified nurse practitioner licensed to practice in this state or the applicant's state of residence must be submitted to the Department of State and be updated every two years. The medical information provided **may** be used to request an assessment of your driving privilege. Please complete the 'Release of Information' below before presenting the form to a physician, physician's assistant, or certified nurse practitioner.

Medical Examination Reports may not be more than 90 days old when submitted.

<b>RELEASE OF INFORMATION</b>	I authorize and request information regarding my physical condition be released to the Department of State. I understand that the information provided <b>may</b> prompt an evaluation of my ability to operate a motor vehicle safely.			
	Name (Print) _____	Date of Birth _____	Signature _____	Date _____

**INSTRUCTIONS FOR PHYSICIAN, PHYSICIAN'S ASSISTANT, OR CERTIFIED NURSE PRACTITIONER:** The patient for whom you are completing this report has submitted an application to the Department of State for licensure as a driver education instructor. Your answers, and any additional information you feel is pertinent, will aid this office in determining whether the applicant is physically able to operate a motor vehicle safely as well as to instruct others to safely operate a motor vehicle.

A. Does the above applicant have any of the following (check the ones applicable):

- |  |   |
|--|---|
| <input type="checkbox"/> Disease causing impairment, loss of consciousness, or confusion | <input type="checkbox"/> Limitation of movement or use (or loss) of a foot, leg, or arm |
| <input type="checkbox"/> Limiting or progressive neurological or neuromuscular disease   | <input type="checkbox"/> Respiratory dysfunction  |
| <input type="checkbox"/> Diabetes or other metabolic disorder                            | <input type="checkbox"/> Anxiety  |
| <input type="checkbox"/> Atherosclerosis/heart disease                                   | <input type="checkbox"/> Depression   |
|  | <input type="checkbox"/> Poorly Controlled Anger  |

B. If any of the above boxes are checked, in your opinion would the condition interfere with safe driving or providing driving instruction to others? ☐ Yes ☐ No

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Does the patient have any clinical evidence or do you have personal knowledge of your patient's addictions to or the habitual use of drugs or alcohol? ☐ Yes ☐ No

If yes, indicate the addiction and the duration of the addiction \_\_\_\_\_

Is the patient currently under treatment for the addiction? ☐ Yes ☐ No

I certify that I am a physician, physician's assistant, or a certified nurse practitioner, and the statements contained in this report are true to the best of my knowledge and belief. I also certify that the applicant is medically qualified to safely operate a motor vehicle and to train others to safely operate a motor vehicle.

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address (Street, City, State, Zip) \_\_\_\_\_

Phone \_\_\_\_\_ License Number \_\_\_\_\_ Type of Practice \_\_\_\_\_

**RESOURCES AND MATERIALS**

**PAGE**

1. Contact Information	1
a. Driver Education Section (DES)	
b. Inventory Control Unit	
2. Ordering Driver Education Materials	2
a. GDL: A Guide for Parents	
b. Road Skills Test Study Guide	
c. Segment 1 Certificate of Completion	
d. Segment 2 Certificate of Completion	
e. Segment 1 Written Test	
f. Segment 1 Written Test Answer Key	
g. What Every Driver Must Know	
h. Your Probationary License	

**MICHIGAN DEPARTMENT OF STATE  
CONTACT INFORMATION**

**DRIVER PROGRAMS DIVISION (DPD)  
DRIVER EDUCATION SECTION**

**Mailing Address**

Michigan Department of State  
DPD – Driver Education Section  
Lansing, MI 48918

**Delivery/Physical Address**

Michigan Department of State  
DPD – Driver Education Section  
430 West Allegan, 3<sup>rd</sup> Floor  
Lansing, MI 48933

Phone: (517) 241-6850

Fax: (517) 373-0964

E-mail: [DriverEd@Michigan.gov](mailto:DriverEd@Michigan.gov)

Greg Lantzy, Supervisor

[LantzyG@michigan.gov](mailto:LantzyG@michigan.gov)

Jean Stanisz, Secretary

[StaniszJ@michigan.gov](mailto:StaniszJ@michigan.gov)

Karen Fedewa, Analyst

[FedewaK2@michigan.gov](mailto:FedewaK2@michigan.gov)

Kathi Ransier, Analyst

[RansierK@michigan.gov](mailto:RansierK@michigan.gov)

Therese Joseph, Analyst

[JosephT@michigan.gov](mailto:JosephT@michigan.gov)

Jeff Simpson, Analyst

[SimpsonJS@michigan.gov](mailto:SimpsonJS@michigan.gov)

**INVENTORY CONTROL UNIT**

**Mailing Address**

Michigan Department of State  
Inventory Control Unit  
Lansing, MI 48918

**Delivery/Physical Address**

Michigan Department of State  
Inventory Control Unit  
430 West Allegan, 4<sup>th</sup> Floor  
Lansing, MI 48933

Fax: (517) 373-1475

<b>DRIVER EDUCATION MATERIALS</b>
-----------------------------------

Orders for driver education materials must be on the provider's letterhead and mailed or faxed to the Inventory Control Unit. Be sure to include a street address. **Do not use a post office box.** Include the school license number (driver training schools) or school code number (public schools). Once your school is certified under PA 384 of 2006, include your provider certificate number.

Orders for certificates of completion must be submitted separately from all other orders (i.e., WEDMK, GDL: A Guide for Parents, etc.). When ordering materials that are packaged, order multiples of the packaged quantities. A segment 1 or segment 2 certificate of completion order should not exceed a four-month supply. Be sure to indicate the form number listed below when ordering:

	<b><u>Form Name</u></b>	<b><u>Form Number</u></b>	<b><u>Unit of Issue</u></b>
1.	Segment 1 Written Test	DE-41	Package of 25
2.	Segment 1 Written Test Answer Key	DE-41A	Each
3.	What Every Driver Must Know	SOS-133	Each
4.	GDL: A Guide for Parents	SOS-383	Each
5.	Road Skills Test Study Guide	SOS-360	Package of 25 (Limit order to 20 packages)
6.	Your Probationary License	SOS-215	Package of 100
7.	Segment 1 Certificate of Completion*	DES-001	Package of 100
8.	Segment 2 Certificate of Completion*	DES-002	Package of 100

---

\*For more information on ordering segment 1 and segment 2 Certificates of Completion refer to Section 3.